



## DELAYED EXTERIOR REPAIRS

### GENERAL PROCEDURE

A Landlord/Property Manager may request an extension to complete repairs due to climate conditions beginning October 15<sup>th</sup> through April 15<sup>th</sup>. You may call anytime before June 1<sup>st</sup> to have the unit inspected for Delayed Exterior Repairs. However, any unit that remains outstanding as not have a passed inspection will be notified the first week in June.

- ❖ Step 1: All interior items must pass the Housing Quality Standards inspection before requesting an extension.
- ❖ Step 2: In order to qualify for a delayed exterior extension, repairs must be related to the following 6 items: 1) exterior painted surfaces 2) exterior concrete steps 3) driveways, 4) patio decks 5) walkways 6) masonry work.
- ❖ Step 3: All request for delayed exterior repairs must be submitted in writing to DHC Inspections department no later than five business days following an annual inspection or complaint inspection.
- ❖ Step 4: All delayed exterior repairs must be completed by the first week of June. A notice will be mailed out informing the Landlord/Property Manager of the re-inspection date.
- ❖ Step 5: Failure to complete repairs by the re-inspection date will result in a retroactive abatement. Abatements will date back to the initial failed inspection. The amount of the abatement cannot be charged to the tenant.



## **Housing Choice Voucher Important Guidelines for Owners**

### **Screening and Leasing Tenants**

- ❖ DHC does not screen tenants. It is your responsibility to screen for suitability factors.
- ❖ DHC does not pay security deposits. You may only charge 1 ½ x rent per Michigan Law.
- ❖ DHC does not have a lease. You must provide a copy of a sample lease with your RFTA and return an executed lease once the unit passes inspection and DHC has approved the unit. There should only be 1 lease!
- ❖ If a tenant moves in before her previous contract ends AND/OR before the new unit has passed an inspection, DHC is not obligated to make any payments.
- ❖ You may not rent to family member (unless a request for a reasonable accommodation has been granted by DHC).
- ❖ You may not reside in an assisted unit. No unauthorized persons are to reside in the unit. You must list the names of all members who will be occupying the unit on your lease.
- ❖ The lease and the HAP contract **MUST** start on the same day. If you sign a lease **BEFORE** it has been approved, you will need to complete a new lease with your tenant.
- ❖ Please read the HAP contract. Any items in your lease that contradicts the HAP contract, the HAP contract will supersede.



## **Continued Occupancy - After the HAP contract starts**

- ❖ You must notify DHC and your tenant changes in phone numbers and mailing address.
- ❖ You may not change the terms of the lease during the first year of the contract -Rent or Utilities.
- ❖ You must obtain approval in writing from DHC before any changes may be executed with the tenant.
- ❖ You are responsible for enforcing and monitoring your lease. This includes collecting rent monthly from your tenant, visiting the unit at least annually, monitoring for lease violations & unauthorized persons and damages. DHC does not pay for damages or vacancy loss.
- ❖ You must notify DHC when you take your tenant to court.
- ❖ You must pay for utilities you are responsible for per the HAP contract and lease.
- ❖ You must not engage in a side agreement or deal. If discovered, DHC may notify the Office of Inspector General.
- ❖ You must let DHC know BEFORE selling a property or if your property is in Foreclosure/Tax Lien.
- ❖ You must notify DHC when a tenant moves out of a unit. HUD requires repayment on funds paid beyond the end date of tenancy.
- ❖ You must refund money owed to DHC for overpayment within 30 days. Failure to repay may require DHC to recoup from other tenants or submit your file to be forwarded to Collections or the Office of Inspector General for review of prosecution.



## Landlord Informational Websites

### **Housing Choice Voucher Program Fact Sheet -**

[www.hud.gov/offices/pih/programs/hcv/about/fact\\_sheet.cfm#8](http://www.hud.gov/offices/pih/programs/hcv/about/fact_sheet.cfm#8)

### **HUD Form 52642 - HAP Contact:**

[www.hud.gov/offices/adm/hudclips/forms/files/52641.pdf](http://www.hud.gov/offices/adm/hudclips/forms/files/52641.pdf)

### **36<sup>TH</sup> District Court, 421 Madison Ave. Detroit MI 48226**

<http://www.36thdistrictcourt.org/realestate.html>

### **Michigan Tenant Landlord Publication- Michigan**

<http://www.legislature.mi.gov/documents/Publications/tenantlandlord.pdf>

### **Michigan Court – Self Help resource**

[http://courts.michigan.gov/scao/selfhelp/landlord/lt\\_help.htm](http://courts.michigan.gov/scao/selfhelp/landlord/lt_help.htm)

### **City of Detroit -**

<http://www.detroitmi.gov>

Building and Safety Engineering Department  
Certificate of Occupancy AND New LEAD ORDINANCE

## County Websites

### **Wayne County –**

<http://www.waynecounty.com>

### **Macomb County-**

<http://macombcountymi.gov/index.htm>

### **Oakland County-**

<http://www.oakgov.com/index.html>

### **Lapeer County**

<http://lapeercountyweb.org>

### **St. Clair County**

<http://www.stclaircounty.org/Main/Default.aspx>