



Owner's Newsletter

Kenosha Housing Authority

625 52nd Street, Room 98

Kenosha, Wisconsin 53140

262-653-4120

December, 2011

Inside This Issue

**10 Top New Year's
Resolutions for Landlords**

HOUSING AUTHORITY STAFF

Inspection Staff:

Erica Buttera, Assistant Program
Coordinator/Inspector

Robert Newhouse,
Housing Specialist II/Inspector

Clerical/Waiting List/Reception Staff:

Sarah Holtz, Housing Resource
Specialist/Clerk Typist I/II
/Homeownership Counselor

Alex Bogdanovich,
Clerk Typist I/II

Housing Specialist Staff:

Sue Brunke, Housing Specialist I

Cyndi Zarletti, Homeownership
Counselor/Housing-to-Work
Program/FUP Program/
Family Self Sufficiency Program

Management Staff:

Donna Cook, Executive Director

Lyn Elvetici, Deputy Director



10 Top New Year's Resolutions for Landlords

(As suggested by theLPA.com)

1. **Become an expert at Tenant Screening.** No more bad tenants! Use the [LPA Rental Application](#) for all applicants – even if they are recommended by friends! Remember, "The best way to avoid tenant problems is to avoid problem tenants."
2. **Fill that vacancy with good tenants.** Screen tenants with [The LPA Rental Application](#). Have access to [credit reports](#)
3. **Get rid of my bad tenants.** No more procrastinating! Solving these problems sooner rather than later will save me a ton of money. I can choose from a few different forms to terminate a bad tenancy:
 - o [Termination of Tenancy](#)
 - o [Notice of Non-renewal](#)
 - o [Notice to Pay Rent or Quit](#)
4. **Find the right Landlord Attorney for me.** A good landlord attorney will make evictions much faster and easier. I'll be a more powerful landlord.
5. **Enforce or increase late fees.** For it to be effective in encouraging timely payments, tenants must feel the cost of a late charge.
 - o [Late Charge Due Notice](#)
 - o [Urgent Late Notice](#)
6. **Tackle that list of repairs or improvements** – Remember Quality tenants are willing to pay a little more for a quality place.
7. **Keep a professional arm's length from tenants.** No more being chummy with tenants! This is a business, not a hobby. "Familiarity breeds contempt."
8. **Increase rents on those under paying units.** Increase cash flow.
9. **Join a Landlord support group like the LPA and / or a local association.** Why not have powerful landlord tools and support on your side?
10. **Let tenants know I report late payments to a national tenant reporting bureau.** If they want to maintain good credit in order to buy a home someday, a good rent payment record will help. The LPA site offers options of tenant reporting:
 - o [The LPA's Deadbeat Database](#)
 - o [Rent Recovery Service](#) reports while collecting tenant debts
 - o [TVS](#) Free rent reporting

*(Taken from the **Landlord Protection Agency**)*

DAYS CLOSED:

Please note that the Kenosha Housing Authority offices will be closed on the following days:

Friday, December 23, 2011

Monday, December 26, 2011

Friday, December 30, 2011

Monday, January 2, 2012



Preparing Your Rental for Winter *(Taken from the Landlord Protection Agency)*

Preparing your rental property for winter can save you large sums of money and inconvenience.

Prevent Plumbing Freezes

Disconnect and drain garden hoses. Most frozen pipes are a result of failure to disconnect hoses or turn off shut off valves. If you have shutoff valves for your hose spigots in your house or basement, don't forget to turn them off. Insulate any exposed plumbing pipes.

Heating System

Have your heating system inspected and/or serviced. (Your service contract with your heating company should cover this at no charge.) Make sure you have plenty of heating fuel. Do not allow oil to run low – you run the risk of running out and freezing pipes. The bottom oil sludge in your oil tank causes clogs in your oil line and nozzle.

Fireplace

If your home has a fireplace, be sure the chimney is cleaned and ready for use before lighting any fires! Inspect the flue and make sure it closes properly to eliminate draft when fireplace is not in use.

Windows & Doors

If your home has storm door(s), be sure to place the glass in position as many storm/screen doors require you to slide the glass into place when the weather gets colder.

If the home has storm windows, remember to close them or replace them properly. *(You'd be surprised how many people remove their storm windows to install window unit air conditioners)*

Window Air Conditioners

You should not have any air conditioners in the windows. If you do, remove them immediately and replace the windows in their proper positions.

Sidewalks and outdoor steps

Please do not use any salt or rock-salt on walkways. Calcium chloride is recommended instead for de-icing stoops or walkways because it is not harmful to the masonry. Have snow shovel(s) ready.

Roof & Gutters

Check your roof for loose or broken shingles and report any to owner. Be sure your gutters have been cleaned free of leaves, sticks and debris, so you will have proper drainage.

Smoke Detectors, fire extinguishers and Carbon Monoxide Detectors

Test detectors to make sure they work. Replace batteries if needed. Have spare batteries available.

FOR UPCOMING INSPECTIONS:

Remember that the KHA is working with 1/3 less staff for inspections these days due to severe cuts in the federal budget for housing programs. Therefore, we are requesting of landlords to pay attention to the two items listed below to help us do our jobs to the best of our ability with less manpower.

ANNUALS – Be sure to check with your tenants prior to annual inspections to be sure that all possible fail items – repairs – are completed **PRIOR** to our inspection appointment.

MOVE IN INSPECTIONS – Consider the condition of the unit to be as you yourself would want the unit to be when you would move in! **Decent, sanitary, safe WITH POWER TURNED ON!**

May you have a peaceful year's end and a spectacular new year's beginning.

The Staff of the Kenosha Housing Authority

