



A Community Partner,
Helping People to Help Themselves

The Scoop

Serving Families in Walla Walla and Columbia Counties

January-February-March 2005

Walla Walla Housing Authority

501 Cayuse Street
Walla Walla WA 99362
509-527-4542 * Fax 509-527-4574
Hearing-impaired, use relay service
wwha@wallawallaha.org
www.wallawallaha.org

Congratulations Jason and David!

With ringing in the new year, we are happy to announce two promotions in the Rental Assistance Division.

Jason Hahn has accepted a promotion to the position of Rental Assistance Manager. Jason's new duties shall include case management for those families participating in the REACH, TBRA, and Welfare to Work rental assistance programs.

David Mitchell has accepted a promotion to the position of Rental Specialist. David's duties include case management for families participating in the Housing Choice Voucher Rental Assistance Program, with last names beginning with L through Z. Jack Ball provides case management to participating families with last names beginning with A through K.

Along with promotions and some

changes in caseload, Rental Specialists now also conduct the Housing Quality Standards (HQS) annual inspections for their own caseload. The Rental Assistance Manager, along with conducting the annual HQS for his caseload, will also conduct the HQS inspection for all families being newly admitted to a rental assistance program.

We wish Anita Hernandez all the best as she has accepted a position with the City of Walla Walla.

We are excited about these changes and hope that you too will agree with the improved level of customer service.

If you have any questions about the recent changes or about your individual status, please contact the Rental Assistance Manager or your Rental Specialist directly.

Office Closures

January 17th
Martin Luther King Day

**AUTOMATIC
Housing Assistance
Payment Deposits
are deposited by the
5th of each month**

Rental Assistance Division

Jason Hahn

Rental Assistance Manager
527-4606

Families participating in
REACH, TBRA, or Welfare to
Work

Jack Ball

Rental Specialist
Participant last names A-K
527-4607

David Mitchell

Rental Specialist
Participant last names L-Z
522-7813

Donna Larsen

Eligibility Coordinator
Waiting List
527-4608

Christy Drake

Family Programs Coordinator
Dare to Dream Program
522-7811

Nina Hill

Information Coordinator
527-4542 extension 100

Are you thinking...TAX YEAR 2004?

You should be! The Internal Revenue Service has notified us that the taxpayer identification number we have on file for you may not match their records.

If incorrect information is not corrected immediately, the law requires the WWHA to withhold 28% backup withholdings from any rent payments made to your account. In addition to the backup withholdings, you may be subject to a \$50 penalty by the IRS for failing to provide the correct name and taxpayer identification number.

Take just a moment to ensure you are not penalized by completing the W-9 Request for Taxpayer Identification Number and Certification form. Contact John Hofman, Director of Asset & Financial Management, at 522-7814 or by email at johnh@wallawallaha.org if you have any questions.

Happy New Year!

From all of us here at WWHA,
we wish you a happy, healthy new year.

Please celebrate responsibly.



Landlord Fair 2005

As we gear up for the 4th Annual Landlord Fair, scheduled for March 10th, we'd like to hear from you.

The Landlord Fair is a FREE event that provides a wide variety of vendors, information, and presentations all relating to property management. This is a valuable one-stop-shopping event to keep you informed of hot issues, locate available resources, and see different products and services.

Some presentation topics we're thinking of are:

- Washington State Landlord-Tenant Law
- Fair Housing
- Predatory Lending
- Tenant Screening
- Warning Signs of Drug Activity
- Roles & Responsibilities when Participating in Rental Assistance Programs

What topics would you like to see presented? What types of vendors would you like to have on hand? The Landlord Fair is for **YOU**...help us make this year's fair better than ever by completing the enclosed self-addressed return yellow flier.

Contact Rosanna Morgan at 522-7815 or by email at rosannam@wallawallaha.org for more information or if you'd like to help with planning this year's event.

Walla Walla Housing Authority

Board of Commissioners

Bob Adams
Chair

Brian Jones
Vice Chair

Anne-Marie Zell-Schwerin
Commissioner

Jude Noland
Commissioner

Jill Zagelow
Commissioner

Cathie Antle
Resident Commissioner

Dominick Elia
Ex-Officio

Renée Rooker
Executive Director

10 Most Common Mistakes of Residential Landlords and How to Correct Them

1. Avoid "accidental" discrimination in violation of fair housing laws.
2. Failing to properly screen applicants -- tenants are risks, but only take calculated risks.
3. Failing to properly distinguish between refundable security deposits and non-refundable fees (RCW 5.918.285).
4. Failure to use the correct type of rental agreement (single-family / multi-family).
5. Failure to include required disclosures with your rental agreement:
 - Lead Paint Disclosure/Pamphlet (pre-1978 only)
 - Smoke Detector Disclosure (single-family)
 - Fire Safety Disclosure (multi-family)
6. Security deposit issues; failure to complete a Move-in Checklist (RCW 59.18.260).
7. Failing to respond to repair requests (RCW 59.18.060, 59.18.070, and 59.18.090).
8. Illegally retaliating against a tenant (RCW 59.18.240).
9. Jumping the gun on declaring abandonment (RCW 59.18.310).
10. Failure to perform the security deposit accounting (RCW 59.18.280).

Be prepared by being educating on Washington State Landlord-Tenant Law. The Landlord-Tenant Law can be accessed on-line by visiting the Washington State Attorney General's site at <http://www.atg.wa.gov/consumer/lt/>. Washington State RCW's can also be accessed on-line by visiting the Washington State Legislature site at <http://www1.leg.wa.gov/legislature>; on the left-hand toolbar click Laws and Agency Rules; then click on Jump to RCW and scroll down to Title 59 - Landlord and Tenant.

Do your part in being a responsible landlord/property manager.

