



A Community Partner,
Helping People to Help Themselves

The Scoop

Serving Families in Walla Walla and Columbia Counties

January 2006

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

Tax Year 2005...are you ready?

To prepare for your 2005 taxes, be sure we have the correct tax identification number and information on file. If our records do not match what you have on file with the Internal Revenue Service (IRS), YOU may be penalized.

If tax information does not match and is not corrected, the law requires the Walla Walla Housing Authority 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 Glenna O'Neill, Accounting Technician-II, at 522-78110 or by email at glenao@wallawallaha.org if you have any questions or changes to report.

When leasing rental property to a program participant, be sure to inform us of who is authorized to execute legal documents on the owner's behalf, if applicable. Only those **legally authorized** may sign the Housing Assistance Payment Contract, Landlord Certification, owner's lease agreement, etc.



Moving?

Be sure to complete the
Landlord/Owner Address
Change Form

**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

Nina Hill

Rental Specialist
Participant last names A-K
527-4607

David Mitchell

Rental Specialist
Participant last names L-Z
522-7813

David Story

Housing Inspector
526-6277

Gaby Aguilar

Information Coordinator
527-4542 extension 100

Up-coming Office Closures

January 2nd

Observance - New Year's Day

January 16th

Martin Luther King, Jr. Day



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



Becoming the Landlord

Article from Landlord.com 2001

Buying a rental property does not make you a landlord. A landlord does not merely own, but also manages and controls his building. The process of becoming the landlord of your new acquisition commences before title even passes.

Information is the key. The subjects on which information must be gathered are: the tenants and their rental agreements and deposits, the condition of the building, and compliance with applicable statutes and codes. What was given on the multiple listing is too sketchy and what comes through the seller's Realtor may not be entirely reliable. There are things you can do to ensure you are fully equipped, or equipped as possible, to assume your position as landlord when the escrow closes.

Estoppel certificates will ensure that the rental agreements you receive through escrow are still in effect and not modified by oral agreements with the seller that will bind you when you assume ownership. Security deposits can be verified in the same way.

Engage a private property inspector who can inspect the property and report on its true condition. Since a property inspector neither does contracting work nor refers contractors, his advice will be much more objective than the report you will receive from the typical "termite inspector" who is not working for you anyway.

Before escrow closes, make sure all outstanding bills owed to vendors have been paid, or at least accounted for if you are willing to shoulder the responsibility of paying them off. Also, take the time to check with local

code enforcement to ensure the property complies with zoning and housing ordinances.

After close of escrow, you must approach your tenants on a personal basis to confirm the information you gathered while the deal was pending, and to fill in any gaps. Personal meetings, carried on in a non-threatening way at mutually convenient times, will give great insights into tenant concerns and permit you to assess the degree of cooperation, or lack of it, you can expect from your tenants. Having

done this and made your assessment of the property and your tenants, it is time to begin to shape things as you wish them. Submit a standard rental agreement in which you have confidence to your tenants. Set the rents at a level you deem fair and raise the rents which need to be raised. Set up a

rational method for tenants to request maintenance which results in an audit trail. Just remember, do not do it all at once. Present the changes in stages or steps which are digestible to the people who, after all, are essential to making your rental property a viable business enterprise.

By understanding what you are getting into before you get into it, you will avoid nasty surprises. By showing your tenants that you are aware of their concerns, but not a push over, you will gain their respect. By acting fairly you will make them want to comply with your reasonable policies and procedures. Having accomplished this you will be in control, you will be the landlord.



Walla Walla Housing Authority

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Renée Rooker
Executive Director

**Advertise
FREE!**



Advertise your available rentals with WWHA for FREE!

Contact Gaby at 527-4542 extension 100 and provide your rental property information...*type of unit, number of bedrooms, address of rental, monthly rent, security deposit, amenities, and contact information.*

WWHA's Available Rental listing is up-dated weekly and is available to the general public.

Advertise today and get results!

Visit Us On-Line: www.wallawallaha.org

The Scoop is written, edited, and published by the Walla Walla Housing Authority Staff

