



Owner News

A newsletter for property owners & managers participating in the Chicago Housing Authority's Housing Choice Voucher Program

Q1 2022

Message from the Chief Officer



Spring is in the air, and we cannot wait to welcome warmer weather! That said, we are very proud of the work we've done so far in 2022 to help make a difference in the lives of our families and the communities in which they reside.

In late-2021, the CHA Board of Commissioners passed a \$1.2 billion budget for 2022 that will allow CHA to not only advance its mission to preserve and create affordable housing but also further its commitment to investing in the success of Chicago families. You play a crucial role in our mission and we want to thank you for helping our families achieve their goals. We look forward to even more meaningful collaboration in 2022.

In this issue of *Owner News*, you will find tips on preparing for moving season, information on radon disclosure requirements, a reminder that the Chicago Heat Ordinance is in effect through June 1st and highlights from HCV Webinars. Plus, make sure to check out the schedule of workshops for HCV property owners starting in April 2022.

As we look toward spring and a new season, I also look forward to another year of dedication, collaboration and excellence.

Regards,

Cheryl L. Burns
Chief Housing Choice Voucher Officer

Don't Forget! The CHA Owner Portal is your one-stop resource to manage your HCV account. Download HAP statements and 1099s, check your inspection appointments and results, update your contact information and more 24/7. Visit chahcvportal.org.

What's New

New Standard Operating Hours and Online Appointment Tool

Effective January 2022, CHA's office hours are 8:30 a.m. – 5:00 p.m., Monday through Friday.

As a reminder, all HCV Program Offices are open by appointment only and we strongly encourage HCV property owners to utilize the online resources available. However, should an in-person appointment with Owner Services be necessary, scheduling is now available online at:

selecttime.appointy.com/chicagocv

Please Note: Masks are required for all in-person appointments and visitors must undergo temperature and symptom screening on-site.

OS 22
SYMPOSIUM WEEK

Seeking speakers and sponsors

Be part of the premier virtual event for housing providers

chaownersymposium.org

Prepping for Moving Season

Did you know peak moving season usually begins in April and ends in September? 80% of all moves in the United States occur during these months. Moving season can be hectic but it's important to make sure you're prepared. Follow the tips below to make the most of moving season.

Make sure your unit is in good shape.

Inspect your unit and fix any damages that present health or safety concerns. Make sure carbon monoxide and smoke detectors still have working batteries. Ensure utilities such as heating, plumbing or electrical are working properly.

List your unit.

Make sure to add as many photos as possible, including the interior and exterior of the property. Details are also key. Be sure to mention the total number of rooms, bathrooms and amenities such as heating/air conditioning, on-site laundry or parking. It's also helpful to include information about the neighborhood on the listing. What are some well-known local businesses? Schools? Is public transportation near the property?

Have a comprehensive lease.

When drafting and signing a new lease, property owners should always put agreements in writing. Make sure your policies and tenant responsibilities are clearly outlined. Both property owners and tenants should adhere to the steps and actions they have set forth in the lease.

Stay organized.

Keep copies of all documents associated with your property, including leases, rental applications, repair requests and complaints. In addition, make sure these documents (including any copies) are securely stored.



Radon Disclosure Requirements

Radon is a naturally occurring radioactive gas that is odorless, colorless and highly carcinogenic. Exposure to radon can be dangerous and exposure over time can increase your risk of lung cancer.



Illinois property owners/managers of rental units are not required to conduct radon testing. However, if a property owner/manager is aware of a radon hazard, they are required to disclose this to all prospective tenants seeking to rent on the first or second floors above ground level.

To view or download a copy of the Disclosure of Information on Radon Hazards form, please visit www2.illinois.gov.

The Illinois Emergency Management Agency (IEMA) recommends testing for radon every two (2) years. Radon test kits are available online and in retail stores. There are also licensed radon measurement professionals that can perform radon testing. To view a list of these professionals, please visit www.radon.illinois.gov.



**OS
22**
**SYMPOSIUM
WEEK**

The Premier Virtual Event for Housing Providers

September 19 - 23, 2022

*Five Days of Live & On-Demand Educational Sessions
Interactive Exhibit Hall | Video Networking | Raffles*

chaownersymposium.org

Heat Ordinance Reminder

The Department of Buildings enforces the Chicago Building Code. This includes the Chicago Heat Ordinance, which mandates that during cold weather months property owners/managers must supply heat to rental units or to any unit where property owners do not have individual control of heat.

From Sept. 15th – June 1st the temperature inside a rental residence is required to be at least 68 degrees from 8:30 a.m. to 10:30 p.m. and at least 66 degrees from 10:30 p.m. to 8:30 a.m.

A property owner/manager can face fines up to \$500 per day, per violation for each day they do not supply adequate heat. The reason for the lack of heat does not matter. Property owners/managers must follow the law and residences must be heated regardless.

HCV Webinars: Online Learning Available All Year

CHA is invested in the success of HCV property owners. That's why we're excited to continue offering virtual educational workshops in 2022!

Have you attended a session lately or viewed one of the on-demand recordings? If not, there's no time like the present. Join us at one of our upcoming events, where we dive in to everything you need to know (but might not know to ask) about CHA's HCV Program as well as tips and tricks for being a successful property owner.

Check out what some of your colleagues are saying about HCV Webinars:

"Great webinar, very educational, I will attend more!"

"The webinar was great! Information was easy to understand and explained well with real examples. Resources for follow-up questions were given and time taken at the end of the webinar for Q&A was excellent."

"Scheduling, timing and presentation were great. Love that you are bringing knowledge and information to owners."

"Great class. Speakers are prepared and concerned for the listeners."

To see a list of upcoming HCV property owner workshops and to register for any or all of the sessions (or view recordings of past sessions on-demand), visit www.thecha.org/hcvownerevents.



HCV Webinars can be viewed from the comfort of your own home or even on-the-go using a computer, tablet or smartphone. Join us to stay up to date on important HCV topics and learn about best practices for being a property owner in the City of Chicago.

For the full schedule or to register for any upcoming HCV sessions, visit www.thecha.org/hcvownerevents.

Housing Quality Standards (HQS) Inspections Workshop

How do the CHA inspectors review a unit for the HCV Program? They follow the HUD inspection form! Join the inspections team as they methodically walk through a typical HQS inspection, highlight common fail items, and discuss the HUD regulations that dictate inspection criteria.

Tuesday, June 28

1 p.m. to 2:30 p.m.

Your Phone, Tablet or Computer

Property Owner Briefing: Get Started with the HCV Program

New to the HCV Program? Want to hear the latest updates? Have colleagues who own rental property in Chicago and would be interested in taking advantage of the many benefits offered to HCV property owners? Make the most of your partnership with the Chicago Housing Authority and learn how CHA can work with you to provide safe, decent and affordable housing to Chicago's families.

To find out more about what's covered or to register, visit www.thecha.org/hcvownerbriefing.

Thursday, April 14

4:30 p.m. to 6 p.m.

Your Phone, Tablet or Computer

Thursday, May 12

1 p.m. to 2:30 p.m.

Your Phone, Tablet or Computer

Thursday, June 9

4:30 p.m. to 6 p.m.

Your Phone, Tablet or Computer