

Public Housing proposed changes to the ACOP

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1-I.C. PHA MISSION

The purpose of a mission statement is to communicate the purpose of the agency to people inside and outside of the agency. It provides the basis for strategy development, identification of critical success factors, resource allocation decisions, as well as ensuring client and stakeholder satisfaction.

PHA Policy

Providing opportunities that empower people and strengthens our community.

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3-III.D. SCREENING

Screening for Eligibility

PHA Policy

~~The PHA will perform criminal background checks through local law enforcement and public state and federal prison records for all adult household members or an alternative electronic process.~~

~~If the applicant and/or any member of the applicant's household is or has been a resident of a jurisdiction not covered by Tucson's local law enforcement agency during the previous three years, or if the criminal background check from the local law enforcement agency indicates that a member(s) of the family has~~ **PHA will utilize the services of a private background search firm to obtain relevant criminal history.**

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4-III.C. NOTIFICATION OF SELECTION

When the family has been selected from the waiting list, the PHA must notify the family.

PHA POLICY

The PHA will notify the family by first class mail **or by electronic mail** when it is selected from the waiting list.

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PHA Policy

The tenant rent is due and payable at the PHA-designated location on the first of every month. If the first falls on a weekend or holiday, the rent is due and payable on the first business day thereafter.

If a family's tenant rent changes, the PHA will notify the family of the new amount and the effective date by sending a "Notice of Rent Adjustment" which will become an attachment to the lease.

The PHA will apply payments to charges in the following order: repayment agreements, maintenance charges/damages, NSF fees, late fees, legal fees, HOA violation fines, misc. tenant income, then rent.

Demand debit – The PHA will provide the ability for residents to approve payments to be taken from their accounts on a regular basis for rents or other approved payments. –This is in our policy but we do not offer it?

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8-I.F. Payments under the Lease

Late Fees and Nonpayment

In addition, if the resident fails to make payment **by the end of office hours** on the fifth day of the month, a late fee of \$25.00 will be charged.

With our office hours changing for the public do we want to say 4pm?

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Maintenance and Damage Charges

PHA Policy

When applicable, families will be charged for maintenance and/or damages according to the PHA's current schedule. Work that is not covered in the schedule will be charged based on **the actual cost of labor** and materials to make needed repairs **(including overtime, if applicable)**.

Not sure if this may affect the hourly rate we may charge?

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8-II.D. Inspection Results

Absence of a working heating system when outside temperature is below **40** degrees Fahrenheit

Absence of a working cooling system when outside temperature is above **99** degrees Fahrenheit

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Family Absence from Unit

Abandonment. If the family appears to have vacated the unit without giving proper notice, the PHA will mail and post the appropriate notice of abandonment on the unit and take reasonable steps to contact the family and verify abandonment before taking possession of the unit. Five days after the notice has been posted and mailed, the PHA may take possession of the unit. Personal property left in the unit shall be held for **21** days. If no attempt to claim this property has been made, the PHA may take photos of the items to keep on file, then dispose. The security deposit may be used towards unpaid rent or charges. If necessary, the PHA will secure the unit immediately to prevent vandalism and other criminal activity.