

# Housing Authority of the County of Stanislaus

...also serving Alpine ▪ Amador ▪ Calaveras ▪ Inyo ▪ Mariposa ▪ Mono ▪ Tuolumne Counties.

**Wait List Preference Declaration: To receive this preference, the landlord must also sign this form. YOU WILL NOT BE GIVEN THIS PREFERENCE WITHOUT THE SIGNATURE OF YOUR LANDLORD AND A COPY OF YOUR LEASE OR RENTAL AGREEMENT. All pages must be included.**

P-Code or Control Number \_\_\_\_\_

If any of the following apply, you are NOT eligible to claim this preference.

- You are currently living in a low-income housing complex and your portion of rent is 30% of your monthly income.
- The rental unit you are currently living is owned by one of the following persons: A parent, child, grandparent, grandchild, sister or brother of any member. (Please note, however, you may qualify for this preference if living in the unit is necessary to accommodate a family member's disability. If so, continue to complete this form.)

Name of Head of Household: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ message number \_\_\_\_\_

Current Rent: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_

Current GROSS Monthly Income (Before taxes) of all Household Members: \_\_\_\_\_

Total Number of Family Members who will be in the household: \_\_\_\_\_

Please Check the Following that Apply to your family (Please check only one):

- \_\_\_\_\_ I am a single parent WITH children
- \_\_\_\_\_ I am an applicant with a spouse/partner AND children
- \_\_\_\_\_ I am a single applicant AND I am disabled or elderly (62 or older)
- \_\_\_\_\_ I am an applicant with a spouse/partner and NO children
- \_\_\_\_\_ I am a single applicant and I am NOT disabled or elderly (over 62)

### LANDLORD'S CERTIFICATION

\_\_\_\_\_ YES, I certify that I am the current property owner or property manager and I would be willing to rent under the HCV Program to my current tenants listed above. (Please indicate any comments on the reverse of this form). I understand that the family listed above must be presently living in the rental unit in order to qualify for this preference. Their initial date of occupancy was: \_\_\_\_\_

\_\_\_\_\_  
Property Owner/Manager's Name

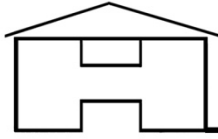
\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email Address

*Dear Landlord: If you have any questions regarding this certification or about the HCV program, please call one of the following staff members:*  
Maria Spencer, HCV Supervisor (209)557-2023  
Sean Miragliotta, Inspection Supervisor (209)557-2037





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## REQUIRED REPAIR CHECKLIST

**Dear Landlord,**

The Housing Authority cannot start the Housing Assistance Payments contract if there are any required repairs to the property. The property must also be free of any hazardous or unhealthy materials.

The following is a list of commonly found required repair items. Use this form as a check list BEFORE the Housing Authority inspector inspects your property.

- Electrical Cover Plates** - Cracked, broken, or missing cover plates must be replaced
- Electrical Outlets** - Must be wired properly, GFCI outlet must work as designed
- Smoke Detectors** - Missing or not working. Two-story dwelling units must have a smoke detector on each level. Units with basements must have a smoke detector in the basement . Smoke detectors must be present in each bedroom and common area
- Utilities** - Service must be turned on so that all appliances can be inspected (including the heater - heater pilot must be on)
- Stove & Refrigerator** - Must be in the unit and in working condition at the time of inspection. If a tenant is required to furnish appliances, these will be re-inspected once they are installed in the unit
- Stove** - Oven and all burners must be in working condition and all knobs must be present. Ranges manufactured after 1991 must have anti-tip brackets installed
- Carpeting** - Cannot have any tripping hazards, (e.g., seams pulling apart, pulled threads, etc.) no exposed tack strips
- Fireplace/Wood Stove** - Must have current (within 1 year) inspection from chimney inspector
- Water Leaks** - Check all plumbing for leaks
- Windows** - Cracked or broken windows must be repaired or replaced
- Water Heater** - Must have a temperature, pressure relief valve with properly installed discharge pipe. Seismic straps required on upper and lower 1/3 of the tank
- Bathroom Fan** - If present, must be plugged in an in working condition
- Debris** - Must be moved from the interior and exterior of the unit. No Landlord or previous Tenants possessions at the unit

- [ ] **Toilet** - Must be tightly attached to the floor and no leaks
- [ ] **Carbon Monoxide Alarms** - Required on all units that have fossil fuel burning heaters, appliances, fireplaces, or attached garage. At least one required per floor. All must be in working condition
- [ ] **Globes on all light fixtures** - Interior and exterior
- [ ] **Circuit Breaker Panel/Box** - Missing breaker spaces must have an approved filler plate
- [ ] **Extension Cords** - Extension cords shall not be used as permanent wiring, (such as powering electric garage door openers, refrigerators, freezers, etc)
- [ ] **Bedroom Windows** - Bedroom windows must not be blocked by furniture, etc
- [ ] No keyed locks on interior doors and no double-keyed locks on entry doors
- [ ] Address must be a visible from the street
- [ ] All repairs and rehabilitation must be completed and not in progress
- [ ] Door guides required on all sliding closet and shower doors
- [ ] All animals must be secured before inspector arrives
- [ ] **Manufactured / Mobile Homes** – Must be securely anchored by a tie down device to appropriate ground anchors.

In the event there are required repairs, the earliest the Housing Authority is allowed to start payment would be the day the unit has been re-inspected and the inspector confirms the repairs have been completed. We hope this checklist will assist you in preparing for the inspection on your unit.

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**WE HAVE REVIEWED THE ABOVE CHECK LIST & THE UNIT IS READY FOR INSPECTION.**

\_\_\_\_\_  
Landlord Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date