

## Here Comes Mr. Jordan!

### Our new Executive Director

As you may have heard, Mr. Lewis Jordan is the new Executive Director at Marin Housing. Lewis (as he likes to be called) began his new position just over three months ago on October 29, 2012.



Lewis Jordan

Lewis comes to Marin Housing after successful tenures as Executive Director at the Chicago Housing Authority, the Rockford Housing Authority and Housing Development Corporation, and the Housing Authority of the County of Cook. In each of these directorships, Lewis focused his efforts on building strong dynamic leadership, establishing responsible fiscal management, enacting portfolio improvement and strengthening property management, engaging in neighborhood improvements, and providing opportunity for economic and academic improvement in the lives of housing residents.

During his time at the Chicago Housing Authority (CHA), Lewis partnered on spearheading the largest redevelopment effort of public housing in the history of the country, under the historic Plan for Transformation. He led the transformation of CHA from a formerly mismanaged Authority under court-ordered receivership with a variety of blighted properties in its portfolio to a streamlined organization with a sterling and ever-improving portfolio and AA Bond rating—highest of any housing authority in the nation. Lewis directed CHA to receive the largest amount of Recovery Act Fund funding of any housing authority, which was awarded via a merit-based competition.

While at the County of Cook, Lewis repaired relationships with resident coalitions and built consensus to make important advancements in the redevelopment of blighted senior and family properties, and regained public confidence in the Authority and in the process of change.

At Rockford Housing Authority, Lewis held responsibility for the Housing Choice Voucher Program, earning a designation of high performer. He led through a reevaluation resulting in the agency being deemed financially stable by HUD—a 200% improvement over the prior year. Lewis also achieved zero findings in the annual audit.

Lewis has an extensive background in business management and diversity education. Prior to his directorships, he spent 20 years as a manager with Allstate Insurance, concluding his tenure there as Manager of Diversity Education.

In a June 23, 2011 article entitled, “Thanks to Lewis Jordan,” in the *Chicago Tribune*, E. Hoy McConnell, II, Executive Director of Business and Professional People for the Public Interest, had this to say about Lewis:

*Mr. Jordan has been a singularly effective leader. He has shown vision and courage. He has been principled and open to other viewpoints. He assembled a top-flight management team and imbued the entire CHA organization with a new sense of pride in their vital work*

*Above all, Lewis Jordan had his priorities right. He realized his job was about much more than buildings—it was about providing public housing families with the support and conditions they need to improve their lives. Fortunately for his successor and the people of Chicago, Lewis Jordan leaves CHA a stronger and more effective agency than it was before. Lewis Jordan’s legacy is one of which he and the city can be justifiably proud.*

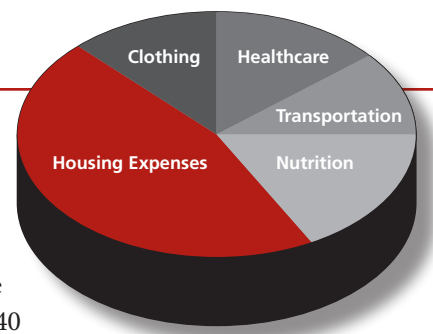
As he begins his time at Marin Housing, Lewis wants to make sure that we treat our partners, our colleagues, our co-workers, and our tenants with dignity and respect. He wants to work to bring the best out of those we serve. We are excited to begin a new journey of public service with Lewis Jordan at the helm. Welcome Lewis!

**Lewis wants to make sure that we treat our partners, our colleagues, our co-workers, and our tenants with dignity and respect.**



# What is Affordable Housing?

That depends on many factors



According to the HUD website, families who pay more than 30 percent of their income for housing are considered cost burdened and may have difficulty affording necessities such as food, clothing, transportation and medical care.

We hear a lot of talk about affordable housing and the need for it. In reality, everyone needs housing that is affordable based on their household income. The U.S. Department of Housing and Urban Development (HUD) defines “affordable” as housing that costs no more than 30 percent of a household’s monthly income. Many families do have affordable housing under this definition. Some families choose to pay more than 30 percent of their monthly income for housing because they can afford to do so.

Currently, the median income for a family of four in Marin County is \$101,200. Utilizing HUD’s definition, affordable housing for a low-income family (a household with approximately 83 percent of the Marin County area median income) would be an apartment renting for about \$1,800 per month (assuming the family is responsible for all utilities) or a home priced under \$360,000. Depending on the family and unit size, the cost would vary.

A slightly expanded definition of affordability (which is used for the Section 8 Housing Choice Voucher Program) is for a household to pay no more than 30 to 40 percent of its annual income on housing. This means that rent and utilities in an apartment, or the monthly mortgage payment and housing expenses for a homeowner, should

be no more than 30 to 40 percent of a household’s monthly income to be considered affordable.

According to the HUD website, families who pay more than 30 percent of their income for housing are considered cost burdened and may have difficulty affording necessities such as food, clothing, transportation and medical care. An estimated 12 million renter and homeowner households now pay more than 50 percent of their annual incomes for housing, and a family with one full-time worker earning the minimum wage cannot afford the local fair-market rent for a two-bedroom apartment anywhere in the United States. The lack of affordable housing is a significant hardship for low-income households preventing them from meeting their other basic needs, such as nutrition and healthcare, or saving for their future and that of their families.

The Section 8 Housing Choice Voucher Program is one of the programs administered by HUD that is designed to increase the stock of housing affordable to low-income households. Because of your partnership with us, we are achieving this objective in the lives of over 2100 households. Thanks for helping to provide housing solutions for people in need.



## Winter Checklist for Landlords

Important maintenance items

### Check the furnace ✓

Inspect all your furnaces now. Change filters and make sure heaters are working properly before the coldest weather descends.

### Clean the gutters ✓

As you’re cleaning out your gutters, look for leaks and misaligned pipes. Also make sure the downspouts are carrying water away from the house’s foundation.

### Inspect chimneys ✓

Annually inspect chimneys and have cleaned if necessary to prevent fires or smoke damage.

### Check all smoke detectors ✓

Test all smoke detectors and change batteries. Check to see that the fire extinguisher is where it should be, and still works.

### Check for leaks ✓

Do a walk thru of your units and check for leaks both inside and outside.

A few preventative measures will avoid more costly repairs in the long run.



---

# Eligibility Expectations for Prospective Tenants

## The keys to a successful tenancy

When we at Marin Housing issue a Section 8 Housing Choice Voucher to a new voucher holder, what does this mean?

### What can you expect as their possible landlord?

- First of all, it means that we have verified each household member's identity. In other words, you can expect that they are who they say they are and they have the documentation to prove it.
- Secondly, it means that we have verified their income eligibility for the program. You can expect that their household income is considered "low" in accordance with the income limits issued annually by the Department of Housing and Urban Development (HUD).
- Thirdly, it means that each adult household member has passed a criminal background check and a sex offender background check. You can expect that each adult has not engaged in any drug-related criminal activity or any violent criminal activity for the past five years. You can also expect that no adult household member is a registered sex offender.

### We expect the landlord/owner will:

1. Screen families, who apply for tenancy, to determine if they will be good renters
2. Comply with all applicable fair housing laws and discriminate against no one
3. Maintain the housing unit by making necessary repairs in a timely manner
4. Collect rent due from the assisted family and otherwise comply with and enforce provisions of the dwelling lease.



**If all parties fulfill these expectations in a responsible and timely manner, the tenancy should be a successful one.**

### We expect the tenant will:

1. Take responsibility for care of the housing unit, including any violations of housing quality standards caused by the family
2. Comply with the terms of the lease with the owner including the timely payment of the tenant portion of rent
3. Not commit serious or repeated violations of the lease
4. Not engage in drug-related criminal activity or violent criminal activity
5. Notify the landlord/owner and Marin Housing before moving or terminating the lease
6. Use the assisted unit only for residence and as the sole residence of the family.

---

## Ch-Ch-Changes?

### Smooth transitions

The following information is needed from owners if there is a change of address, management, agent or ownership.

- If changing the address for checks or paperwork, Marin Housing would need a new W-9.
- If adding or changing an agent or manager, Marin Housing would need a copy of the management agreement or something from the owner stating we are to pay this manager or agent.

- If changing ownership, the new owner needs to provide a copy of the closing statement from the Title Company, W-9 and a copy of management agreement between owner and agent, if applicable.
- If property is in a trust; Marin Housing would need a copy of the first page of the trust.

*Providing the above information as applicable will provide for a smooth transition as necessary changes are made.*



# How Do I Request a Rent Increase?

Contact Marin Housing by email, fax, or mail



**The owner cannot collect or charge the tenant the increased rent amount until it is approved by Marin Housing.**

When requesting a rent increase, the request must be submitted in writing to Marin Housing at least 60 days before any such changes go into effect. A copy of the notice of increased rent must also be issued to the tenant. The owner cannot collect or charge the tenant the increased rent amount until it is approved by Marin Housing. Both tenant and owner are notified of the change in writing.

Once a request is received, rent reasonableness will be determined based on comparable units from data collected on market rents within the jurisdiction of Marin Housing or neighboring jurisdictions. The data is maintained within an online database administered through a third-party source. The owner may also submit information about other comparable units in the market area. The additional information will be considered when making rent determinations.

The requested rent increase will be granted only if the amount of the requested rent increase is considered reasonable according to the rent reasonableness analysis. If the requested rent is not found to be reasonable, Marin Housing will contact the owner to negotiate a reduced rent. The owner can choose to reduce the requested amount or give the family notice to move in accordance with the terms of the lease and State law.

Rent increases will not be approved unless any failed items identified by the most recent HQS inspection have been corrected.

**Requests should be submitted to the attention of:**

- Michelle Thrasher at [mthrasher@marinhousing.org](mailto:mthrasher@marinhousing.org)  
Direct phone: 415-491-2588 (or fax: 415-472-2953)
- Monique Broussard at [mbroussard@marinhousing.org](mailto:mbroussard@marinhousing.org)  
Direct phone: 415-491-2573 (or fax: 415-472-2953)



**This Just In!**  
In order to expand our availability to our partners, our tenants, and the public, as of January 25, 2013, the Marin Housing offices will be open Monday thru Friday from 8:00 am-4:30 pm.  
More availability means more opportunities to serve.



4200 Civic Center Drive  
San Rafael, CA 94903  
415-491-2525

