

Window Warning Signs

Monique Broussard's Tips

Six things not to ignore when it comes to your windows:

1. Wood rot on the inside or outside of the window frame is an indication of water damage. If the exterior or interior structure is rotten, then water can infiltrate and cause damage to the drywall, insulation and the wood support frames in your home.

2. Signs of condensation in double-pane windows let you know that the watertight seals have damage, or are not working at all. The benefit of double-pane windows is the insulation from temperature changes and noise. Look for a white or cloudy film in between the glass panels; this is calcium residue.

3. Water stains on walls under, or around your windows are a clear sign of water damage. Broken window seals, cracks in the glass and gravity causing the house to settle are all opportunities for water to enter and cause problems. Similar to windows with wood rot, stains indicate a trouble zone that can result in costly repairs and health problems.



4. Homes built before 1960 could contain lead-based paint, including around your window trim. If your home is a mid-century modern, chances are it contains this potential hazard. Replacing windows in this situation requires a professional who holds a certification in lead safe remediation.

5. An old window that will not stay open is a candidate for replacement. Broken weight and balance components, pulley systems, or locks are sometimes difficult to locate, rendering your window useless and potentially dangerous. Consider replacing the entire window.

6. When a building settles over time, the foundation can crack, and the house will shift. It is this alteration that causes cracks in walls and especially around windows. Diagonal cracks in walls around your windows, or hairline splits in walls around the windows could be pointing to foundation or crawl space damage. It is recommended to call a foundation expert.

Your windows withstand a lot of abuse. Over time their form and function will decline due to heat, wind, rain, debris, humidity and shifts in foundation.

The above information will hopefully help you address potential issues.

Need to report a change, request a rent increase, or list a new unit?

Please contact Monique Broussard at 415-491-2567 or mbroussard@marinhousing.org or landlord@marinhousing.org

Creating a Legal Rental Unit

With help from a local nonprofit

Lilypad Homes is a local nonprofit organization that helps owners of single-family homes create rental housing on their properties. Options include converting a bedroom or family room to a private rental unit, developing basement or garage space, building a cottage in the backyard, and more. Creating a rental unit makes owning a home more affordable and provides housing for local workers.

Find out more at lilypadhomes.org. To request an on-site visit, contact Lilypad at info@lilypadhomes.org or 415-250-9317.

Benefits of a legal rental unit can include:

- A steady stream of rental income
- Someone living close by while you still maintain your privacy
- A private space for your parent or another family member
- Private accommodations for a nanny or a caregiver
- A private apartment to offer someone in exchange for their services
- A cozy “home base” for you to return to between trips
- A way to maximize the value of your home and put it to work for you



Grant funding from the Marin County Board of Supervisors allows Lilypad to offer a free on-site feasibility assessment to any homeowner in Marin County who is planning to create new long-term housing. During the visit Lilypad can help you to determine the type of unit that is appropriate for your needs, your budget, and your property, and provide information about financing and next steps. Lilypad also offers design services, which are free to qualifying low-income homeowners.

Rental Rehabilitation Loan Program

Interest-free loans

The Rental Rehab Loan Program provides funds for the rehabilitation of existing rental units and/or creation of legal units for tenants with Housing

For more information, please call Carmen Soruco at 415-491-2532.

Choice Vouchers. The owner/landlord can be of any income level and need not reside in the property.

In order to qualify for rental rehab, 51% of the units in any rental complex of three or more units must be rented to low-income tenants. In a two-unit building, one unit must be rented to a low-income tenant.

A maximum loan of \$25,000 may be used for the rehab of an existing unit and a \$35,000 maximum loan for the creation of a legal unit. The loans are interest-free with principal deferred until sale or such time as the unit is no longer leased to a Section 8 tenant, at which time the loan becomes due and payable over three years at 3% interest.

Please contact Carmen Soruco, Homeownership Department Program Manager for more information at (415) 491-2532.



Tips on How to Enforce a Lease

Being proactive pays off in the long term

A lease is a contract between the property owner and the tenant, and serves as the agreement of the upcoming term the family or individual will spend living in the unit. Drafting the lease is the first opportunity for the property owner to specify requirements, expectations, and other necessary clarifications in writing, with the tenant's signature to solidify the agreement.

However, drafting and signing the lease isn't the only step—property owners and managers are required to enforce the lease and hold themselves and their tenant(s) accountable for any problem situations or conflicts that may arise during the lease term.

Terms

The lease must clearly specify the terms to include, the commencement, the ending, hold over clause if desired, who is responsible for utilities, the amount of rent, the due date, complete name of lessee, security deposit and any clause necessary.

Have a clear leasing process

This is the one opportunity to list everything in writing. By listing clear requirements with all lease items, there is a minimal chance of misunderstanding the terms while the tenant resides in the unit.

Set expectations

The lease agreement should include all expectations of both the property owner and the tenant—and again, clarity and specificity is essential. By doing this, both parties are aware of their responsibilities according to the contract.

Understand the tenant's needs

Part of being a good property owner or manager is learning about and recognizing the needs of the tenant. A considerate property owner can be the difference between a good and bad living experience—which can determine whether or not the tenant renews the lease or discourages others from living in that same property.

Follow the law

This tip should be self-explanatory. Many consequences arise from breaking the law—financial, reputational, and for one's affiliation

with the Marin Housing Authority (MHA). In all cases, it's best to handle disputes legally.

Attempt to resolve issues before they get out of hand

Most situations can be handled without pursuing legal action—which incur fees and can take months to resolve. To avoid the stress—not to mention the time and energy it takes to involve legal parties—property owners and managers are encouraged to resolve any issues early on.

Get help

Property owners and managers should notify MHA if experiencing any violations of the lease agreement. Familiarize yourself with *California Tenant, A Guide to Residential Tenants' and Landlords' Right and Responsibilities*, published by The Department of Consumer Affairs.

Get an attorney

After a property owner or manager has done everything in their legal power to enforce the lease or resolve a conflict, and the problem still persists, it is best to consult professional help from an industry expert. This step will ensure that all matters are handled properly and the process is handled as smoothly as possible—especially in the case of an eviction.

By following these tips, property owners and managers can effectively enforce the lease agreement with their tenant(s) and implement best practices as a participating member in the HCV Program.



It is important to keep in mind that MHA cannot take action until the property owner or manager has first taken the necessary legal action to enforce his/her lease with the tenant.

By following these tips, property owners and managers can effectively enforce the lease agreement with their tenant(s) and implement best practices as a participating member in the HCV Program.





Online Owner Portal Has launched!

Marin Housing Authority is proud to announce the Owner Portal has launched! If you are a participating owner or agent, please visit MarinHousingPortal.org to access the following:

- Payment history for 18 months
- Letters mailed to owners
- Inspection reports
- 1099s

If you are having issues with the portal or needs a username please contact Landlord@marinhousing.org or 415-491-2579.

Any Questions For Our Team?

Here is our contact information:

Management

D'Jon Scott-Miller, Program Manager	415-491-2579	dscott-miller@marinhousing.org
Monique Broussard, HCV Lead/Landlord Liaison	415-491-2567	mbroussard@marinhousing.org

Accounting

Nick Zhou, Accountant	415-491-2576	nzhou@marinhousing.org
-----------------------	--------------	--

Eligibility Workers

Irene Ayala, Housing Eligibility Worker	415-491-2590	iayala@marinhousing.org
Cheryl Cross, Housing Eligibility Worker	415-491-2571	ccross@marinhousing.org
Rosa Rivera, Housing Eligibility Worker	415-491-2349	rrivera@marinhousing.org
Latitia Rogers, Housing Eligibility Worker	415-491-2597	lrogers@marinhousing.org
Jill Symkowick, Housing Eligibility Worker	415-491-2587	jsymkowick@marinhousing.org
Joselyn Wilkinson, Housing Eligibility Worker	415-491-2349	jwilkinson@marinhousing.org

Administrative Staff

Carl Battaglia, Office Specialist	415-491-2582	cbattaglia@marinhousing.org
Charlene Cirera, Office Specialist	415-491-2580	ccirera@marinhousing.org
Lisa Ford-Hart, Office Specialist	415-491-2538	lford@marinhousing.org
Michelle Thrasher, Receptionist	415-491-2525	mthrasher@marinhousing.org

Inspections

Nan McKay and Associates	415-491-2588	inspections@marinhousing.org
--------------------------	--------------	--



**4020 Civic Center Dr.
San Rafael, CA 94903**

**New office hours:
Monday–Friday
10:00 am–4:30 pm**

