



LANDLORD NEWSLETTER

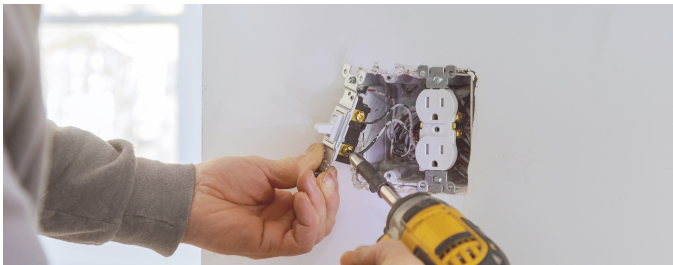
MAY 2024
ISSUE NO 4

Important NSPIRE Information!

CDC previously announced HUD is mandating all Housing Authorities to transition from HQS (Housing Quality Standard) inspections to the new NSPIRE (National Standard for Real Estate Inspections) regulations, effective October 1, 2024.

One significant NSPIRE change is the requirement for **GFCI protected outlets to be installed to any outlet within six feet (instead of 2 feet) of a water source**. Another significant change is CDC must ensure **all outlets are properly grounded**. Our housing inspector utilizes a three-prong outlet tester with lights and a guide to indicate correct grounding.

If there are ungrounded outlets inside/outside your home, the unit will not pass an NSPIRE inspection and the deficiency will need to be corrected within 30 calendar days.



My Tenant has Unauthorized Occupants

Any changes in household composition must be reported to CDC in writing.

- To add a new member to the household/voucher, participants need to submit a written request to CDC before the new member moves into the assisted unit.
- CDC will then ask the landlord to provide written verification of approval for the new addition.
- If the landlord does not approve, CDC cannot proceed with the request.
- If the landlord identifies unauthorized household members, please inform CDC in writing.

Something New

CDC's Landlord Liaison, Danielle Wilfong has established a landlord email group to send out crucial updates and newsletters to our landlords. This group prioritizes confidentiality to ensure all email addresses remain private.

If you are unsure whether CDC has your correct email address, please reach out to our Public Service Representative, Joelle Strain at (707) 463-5462 ext. 121.

Spring has Sprung

This year, we experienced a much-needed rainy winter, which might lead to more repairs than usual. Consider scheduling a walk-through with your tenant to identify any necessary maintenance issues. Here are some key things to check during the walk-through:

- Inspect the trees and trim any large tree branches close to the property.
- Inspect for hidden leaks, especially under sinks.
- Ensure gutters are clear.
- Check the condition of doors, window seals, and appliances.

During seasonal changes, remember to:

- Replace batteries in all smoke detectors.
- Verify the smoke detectors are functioning correctly.

Your Opinion Matters!

Let us know if there are questions you would like answered in our next newsletter! Email our Landlord Liaison, Danielle.

DANIELLE WILFONG

Landlord Liaison

(707) 463-5462 ext. 102
wilfongd@cdchousing.org

MIKE BERG

Inspector

(707) 463-5462 ext. 105
bergm@cdchousing.org