



## Housing Authority of the County of San Mateo

# Landlord Newsletter

### *Greetings from the Housing Authority*

As we approach the holiday season, we would like to take this time to thank you for your continued participation with the Housing Authority's rental subsidy programs. We appreciate your partnership in providing affordable housing to low income families in San Mateo County and we wish you and your family a safe and joyous holiday season.

### **Holiday Office Closure**

The Housing Authority will close its office for the holiday season from December 23 to December 31, 2013. Our office will reopen on January 2, 2014. The holiday closure will not affect the Rental Assistance Payment schedule.

### ***Housing Quality Standards: Smoke Detectors & Fire Extinguishers***

Housing Quality Standards (HQS) require a proper working smoke detector on each level of the dwelling unit, including basements, but excluding unfinished attics and garages. For a hearing impaired person, the smoke detector must have an alarm system designed for hearing impaired persons.

Fire extinguishers in multi-unit buildings and/or common areas must be in working order with current tags from the local Fire Department or a licensed, certified company. Extinguishers must be fully charged (as evidenced by indicator in "green" zone) in an intact casing (if applicable) and rust free. For information regarding acceptable types and location of smoke detectors and fire extinguishers, consult your local Fire Department.

### **Landlord and Tenant Resources**

- ◆ "A Guide to Residential Tenants' and Landlords' Rights and Responsibilities" booklet covers information about California housing laws and helpful information about rental applications, security deposits, unlawful discrimination, repair responsibilities, termination of leases and the eviction process. The booklet can be found at [www.dca.ca.gov](http://www.dca.ca.gov).
- ◆ For Landlord & Tenant Information & Referrals, check the **Resource** link at [www.smhousing.org](http://www.smhousing.org).

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#### **Socialserve.com**

Do you have an upcoming vacancy?

List your rental housing for free at:

[SMCHousingSearch.org](http://SMCHousingSearch.org)

Or

Call 1-877-428-8844

#### **smhousing.org**

Check out the Landlord Forms available at our website:

- ◆ Direct Deposit
- ◆ Management Authorization
- ◆ Update Landlord Information
- ◆ HAP Contract & Tenancy