

Volume 1/ Issue 3

#### UPCOMING EVENTS:

#### ICS Landlord Meeting

November 14th, 2018

12:00 (noon)-1:00

ICS

2605 S. Oneida St. Suite 106

Green Bay, WI 54304

This meeting will be an open forum/town hall session. We are looking for landlords to attend who can provide insight into both positive and negative aspects of the HCV program.

Please RSVP to [nicolese@ics-gb.org](mailto:nicolese@ics-gb.org)

#### ICS Landlord Survey

Please watch your email in September for a link to complete our survey. This survey is intended to help ICS better understand the landlord side of the program.



#### UPCOMING CHECK RUN VARIANCES

The following HAP payments will not be made on the 1<sup>st</sup> or 15<sup>th</sup> of the month. Please mark these dates in your calendar.

September 4<sup>th</sup>, 2018 (September 1st payment)

December 3<sup>rd</sup>, 2018 (December 1st payment)

#### UPDATED PLACES TO RENT GUIDE

ICS is currently in the process of updating our “Places to Rent Guide.” This guide is given to Section 8 clients to assist them in locating a unit. Please contact Sarah Hernandez at [sarahhe@ics-gb.org](mailto:sarahhe@ics-gb.org) to be added to the Places to Rent Guide, or to update your information.

#### FALL INSPECTION TIPS

Clean out gutters to prevent ice dams from forming on roof in winter and causing damage to roof.

Seasonal HVAC maintenance to ensure that furnace is running efficiently.

Verify that door seals are intact. Doors are a main cause of heating inefficiencies. A door is not properly sealed if sunlight can be seen through the cracks of the door when the door is securely closed.

#### HAP CHECK.COM

As a landlord on our program you have access to a website called [hapcheck.com](http://hapcheck.com). This website provides you information on the payment deposits made to your account. On this website the payments are broken down by tenant name and displays the amount deposited for that specific tenant. The login information is below, please contact an ICS specialist if you do not know your ICS account number

**Login: Tax ID or SSN (which ever you used when you filled out the W-9)**

**Password: ICS account number**

#### RENT INCREASE PROCESS

Please submit all rent increases to Pat at [Patle@ics-gb.org](mailto:Patle@ics-gb.org). All rent increases must be received by ICS at least 60 days before the rent increase is set to take effect. **It is the landlord’s responsibility to submit the rent increase to ICS.**