Monique Broussard’s Tips
Frequently asked questions

Late or non-payment of rent
When you are faced with a tenant who consistently pays late, or does not pay at all, do not ignore the problem. Clearly inform them in writing that they have breached the rental agreement, and be sure to do so each and every time they pay late.

Notices are available online to deal with the issue of non-payment of rent. It is important that Marin Housing Authority is given a copy of all notices that are given to the tenant for non-payment of rent because it is a violation of program rules.

The level of response you have toward a problem tenant depends on how severe the problem is and how frequently it occurs. Issues that are breaches of the rental agreement, non-payment of rent, unauthorized occupants, and threats of violence and intimidation are things that need to be addressed immediately.

Tenant deaths
If you have reason to suspect the death of a tenant who lives alone, check with the neighbors or call the emergency contact number on the rental application. If still not sure, exercise your right to inspect the rental unit in an emergency or contact the police or fire department.

You must immediately take reasonable steps to safeguard the deceased tenant's property. Secure the unit and allow access only to legally authorized persons or law enforcement.

Immediately notify Marin Housing Authority of the tenant’s death. Federal regulation allows us to pay through the end of the month that the tenant passed away, but no month following.

Editor's Note: The contents of this article is to convey general information only and not provide legal advice or opinions.

Just Cause Ordinance
A new Marin law

On December 18, 2018, the Marin County Board of Supervisors approved an ordinance requiring owners to provide a “just cause” reason before evicting a renter within the unincorporated areas of Marin.

The ordinance is effective January 17, 2019, and applies to properties with three or more rental units and does not limit allowable rent increases.

Justifiable causes for eviction described in the ordinance include:
- Failure to pay rent
- Breach of the rental contract
- Tenant using the unit for illegal activities
- Owner is permanently removing the unit from the rental market
- Owner moving into the unit

This ordinance does not apply to tenants who receive assistance from the voucher program. Owners are still able to issue a 90-day “no cause” lease termination notice.

The Marin County Board of Supervisors also approved a “Source of Income” protection ordinance in 2016, which prohibited owners from denying an applicant solely based on them having a “Section 8” voucher. Similar ordinances were also passed in Fairfax, Novato, San Anselmo, and San Rafael.
Government Shutdown Impacts

MHA plans to remain open

The U.S. Department of Housing and Urban Development (HUD) is one of several agencies affected by the recent government shutdown, the Housing Authority County of Marin (MHA) plans to remain open and will continue to provide all services as planned for our residents. Per our HUD representatives, the housing assistance payments for owners were prescheduled for the months of January and February 2019. The January housing assistance payments were dispersed on January 2, 2019, and February payments will be processed on January 31, 2019.

MHA will remain watchful of the shutdown and its impact on future payments and will keep our valued partners and residents informed. We will provide timely updates via our website as we receive information on the status of the federal shutdown.

Thank you for your attention and patience.

Owner Portal

At your service

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 need a username, please contact Landlord@marinhousing.org or 415-491-2579.
Did You Know?
Federal disability laws explained

A definition of a disabled person:
A person with a disability is an individual who has a physical or mental impairment that substantially limits one or more major life activities or who has a record of having such an impairment or who is regarded as having a physical or mental impairment.

Under federal law, housing providers must allow disabled individuals to make any “reasonable modifications” necessary for their full enjoyment of the premises. These modifications include structural alterations like installing grab bars in bathrooms, widening doorways, lowering kitchen cabinets and building wheelchair ramps. Under most circumstances, tenants must pay for these modifications themselves. If the housing provider receives certain types of governmental assistance, however, he or she must pay for the modifications unless that would constitute an undue administrative and financial burden. In cases where the tenant pays, the housing provider is also entitled to condition permission for the modification on the tenant’s promise to restore the premises to their prior condition.

Federal law also mandates that landlords must make “reasonable accommodations” in their rules, policies, practices or services to afford disabled tenants “equal opportunity to use and enjoy a dwelling.” To obtain such an accommodation, the tenant must first request it. If the housing provider asks, the tenant may then have to produce a physician’s documentation verifying that the accommodation is necessary due to the tenant’s disability.

“Reasonable Modifications” include:
- Door widening for wheelchair access.
- Access ramps for wheelchairs/walkers.
- Grab bar installation around the toilet, in the shower, or along the hallway.
- Removing or lowering kitchen or bathroom cabinets.
- Wrapping kitchen or bathroom sink pipes with insulation.

“Reasonable Accommodations” include:
- Allowing service animals, even in a no-pet building, at least as long as the animal’s behavior does not violate any provisions of the lease. Note: A housing provider must allow a deaf or emotionally disturbed tenant to have a service animal if that animal is necessary to allow the tenant to fully enjoy the housing opportunity.
- Moving a tenant to the ground floor for easier mobility.
- Reminding a tenant with a cognitive disability when rent is due.
- Reserving or assigning parking close to the building for a person with mobility impairment.
- Allowing a representative payee or a co-signer for a disabled tenant.
- Waiving a rule against non-tenants using the laundry facilities in order to allow a friend of a tenant with a disability to do the tenant’s laundry.
- Allowing a tenant with a mental disability to terminate a lease early.
- Postponing the eviction of a tenant hospitalized due to a mental disability.

As a housing provider you can:
- Ask for the accommodation or modification request in writing.
- Ask for the verification of disability and need for accommodation or modification.
- Disallow an accommodation or modification that would impose an undue financial or administrative burden, or constitute a fundamental alteration in the service provided.
- Condition permission of a modification on restoration of the interior of the unit to its’ original state if the modification would interfere with the use and enjoyment of future occupants.
Happy New Year!

If you wish to list your unit, please contact Monique Broussard at 415-491-2567 or landlord@marinhousing.org

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
Anka Bayar, Accountant 415-491-2557 abayar@marinhousing.org

Eligibility Workers
Jill Symkowick, Housing Eligibility Worker 415-491-2587 jsymkowick@marinhousing.org
Latitia Rogers, Housing Eligibility Worker 415-491-2597 lrogers@marinhousing.org
Mary Kate Griffin, Housing Eligibility Worker 415-491-2349 participant@marinhousing.org

Administrative Staff
Lisa Ford-Hart, Office Specialist 415-491-2538 lford@marinhousing.org

Inspections
Nan McKay and Associates 415-684-9260 inspections@marinhousing.org