

Moving Forward Program Landlord FAQs

What is a Community Action Program? Community Action Programs were started in 1964 with the “Economic Opportunity Act” and provide a variety of programs with the goal of promoting self-sufficiency for people who have low-income. Every CAP agency provides a different array of programs, often utilizing federal, state, local and private funds. CAPECO (“Community Action Program of East Central Oregon”) offers a wide variety of services, such as housing and energy assistance, weatherization services, workforce development programs and services for seniors and people with disabilities. www.capeco-works.org

How does a household become eligible for rental assistance? Interested households complete a Moving Forward Application, found on our website or at our offices. Once a completed Moving Forward Application has been received applicants are notified of eligibility status and placed on our Waiting List. Once an applicant’s name comes to the top of the list households are invited to an orientation to learn about the program and to begin the intake process.

Does the Moving Forward Programs screen applicants to see if they will be good tenants? No, this kind of screening is the landlord’s responsibility. We strongly encourage you to use the same criteria that you would use for other applicants. We do work with our program participants to develop positive habits and become connected to needed community resources which contribute to positive outcomes for us, the tenant and the property owner.

Can I charge a security deposit? Yes, as long as it is reasonable and not more than you charge unassisted tenants. CAPECO funds are usually available to help with refundable security deposits upon move-in as long as the deposit does not exceed the amount of two months’ rent.

When I’m working a new tenant, when can I expect my first payment to arrive? When will payments come for subsequent months? When we are beginning assistance for a new client, the initial payment takes extra time to get approved by management and through our finance department. Most of our contracts state that we have 30 days to get the initial payment out to you. However, we strive to have the first payment out within two weeks or sooner. After the initial payment, rent payments are issued from our finance department on the first business day of the month. Occasionally, there may be a delay if there are issues with recertifying a household at contract break, however, you will be notified in advance if this is the case.

When if my daughter/son is eligible for the Moving Forward Program, can I rent to them? Program regulations prohibit participants from renting to family members. The only exception is if CAPECO determines that the unit would provide a reasonable accommodation for a family member who is a person with disabilities.

Is there a time limit that households can receive rent subsidy from the Moving Forward Program? Timeframe of assistance varies depending on the funding stream we use to provide the subsidy, the household’s ongoing eligibility and availability of funds. Most clients receive 12-24 months of assistance, however, it can be more or less depending on the aforementioned factors. We strive to provide assistance to households in a timeframe that gives them the best chance of being stable in their housing upon exit from our program.

Can a household lose their eligibility for rental assistance? Yes. Households who are served by the Moving Forward Program are required to meet with their case manager on a monthly basis, follow the rules of the program, follow the terms of their lease. Failure to abide by any of these may result in the termination of a participant’s assistance. If their assistance will be ending due to termination, we endeavor to serve landlord’s with a 30 day notice. (Note: the *only*

circumstance in which we may be unable to give a full 30 day notice is if the participant is at a recertification time and fails to provide the documentation necessary for further assistance.)

Will CAPECO help me evict a problem tenant? No. Property owners sign a contract with CAPECO and the tenant and a lease with the tenant. CAPECO is not a party to the lease, which means that CAPECO cannot help you enforce the lease. This is your responsibility just as it would be for other non-assisted tenants. (Please note: we do make every effort to resolve whatever issues may lead to a participant losing their house and we strongly encourage you to communicate with us if challenges arise.) If your tenant is violating the lease, you may decide to proceed with issuing an eviction notice according to landlord tenant law. If you contact our office and report that you think a household is violating a program rule, we will investigate. This doesn't mean you can't or shouldn't take action as their landlord. For example, if you suspect there are more people living in the unit than are stated on the lease, you should call us and give us that information. Allowing persons not on the lease to live in the assisted unit is a violation of program rules and it is also a violation of the lease. You can take action as the landlord because the family is violating the lease. Keep in mind that if CAPECO terminates the household's assistance, that does not mean they will automatically vacate your unit.

Can CAPECO give me advice concerning a problem tenant? CAPECO cannot provide legal advice, however, we will work with you and the tenant to try and resolve the problem. We encourage you to deal with the assisted tenants in the same way you would with those who do not have rental assistance. We encourage you to be familiar with Oregon Landlord/Tenant Law and keep current with any changes. In some cases, you may need to seek legal help.

What should I do if a tenant damages the unit beyond normal wear and tear? You can evict a tenant if they are damaging your unit. In addition, if a tenant damages a unit beyond normal wear and tear, they may lose their rental assistance. If this happens, please contact our office to discuss it. Depending on the funding stream we utilized to provide rent subsidy for the participant, we may be able to help with a portion of repair costs. Aside from any repair costs CAPECO may be able to help with, the household is responsible to pay for any damages they caused.

Can I give my tenant a 30 day no-cause notice? This depends on the funding stream we are using to provide the subsidy. If you enter into a contract with CAPECO, 30 day no-cause notices are not allowable. However, if the tenant is violating a term of the lease, you may pursue for-cause eviction.

When should I let CAPECO know if I have taken actions toward my tenant? As soon as possible! Please provide CAPECO with a copy of all written notices you serve to a participant. Additionally, please notify CAPECO if the household vacates the unit in violation of the lease.

What if I want to sell the unit that is occupied by an assisted tenant? What if the ownership changes or I need to change the address/owner information on file at CAPECO? Some of the funding streams we utilize have contracts that stipulate that if the unit is sold, the new owner must be willing to abide by the lease for the term outlined. If you decide to sell the unit, please contact CAPECO to make us aware of the change. The new owner should formally communicate with CAPECO regarding the way that payment should be handled (business name, address, tax ID, etc).

If you wish to change the address to which payments are being issued, please send us a letter stating the tenants name/address, the business name to which the check should be made out, the address is to which the check should be mailed and the tax ID number.

Do I have the right to inspect my rental property? Yes. We encourage you to inspect your property with proper notice to the family (as required by state law). This will ensure that you are aware of regular maintenance needs and encourage tenant up-keep. We encourage participants to communicate with their landlords about maintenance needs.

What if I want to stop paying for the water or another utility that I am responsible for or if I decide to start paying for the trash collection? Because a utility projection is used to determine the household's subsidy, it is important for us to know what utilities the household is responsible for. We may not be able to make these changes mid-contract. If you wish to make this change, please contact our office.