



Kathryn Kazol, Executive Director

Dear Landlord,

Thank you for your interest in working with us. As you may know, EDEN, Inc. is a private, non-profit housing development agency. Our purpose is to increase availability of decent affordable housing to persons who are on a limited income. Persons who qualify for our assistance are awarded vouchers which are paid directly to landlords throughout Cuyahoga County. This expands housing opportunities for people in need and helps landlords fill vacancies.

Information regarding our programs is available on our website www.edeninc.org. Landlords may choose to rent to persons involved in any or all of these programs. Persons who have received approval for rent assistance through EDEN will have a Request For Lease Approval (RFLA) form in their possession and will ask you to fill it out when they initiate discussion with you about possibly becoming your tenant.

EDEN, Inc. has established an excellent record of paying rents on time and responding to landlord's calls and questions. We welcome the opportunity to work with you. If you have any questions about the enclosed information and/or forms, please contact us at info@edeninc.org or #216-961-9690, ext. 319.

IMPORTANT INFORMATION

- All units will be inspected by EDEN staff certified in Housing Quality Standards (HQS). General information on minimum requirements is included in this packet.
- Rents for all programs are based on EDEN's Fair Market Rate Guidelines and on property location.
- EDEN, Inc. makes payments directly to the owner/landlord. Landlords are encouraged to sign-up for direct deposits and can expect to receive rent checks between the 1st and 4th day of the month. The first rent check will be mailed within 5-7 working days of our office receiving notice that the unit has passed the HQS inspection.
- If the tenant is responsible for a portion of the rent, the tenant pays that directly to the landlord.
- Landlords are encouraged to sign leases with their tenants. All State and Local Laws pertaining to landlords and tenants apply to persons receiving rental assistance from EDEN, Inc.
- Eden does not cover additional fees such as parking, key deposits, or application fees.
- We need to make one request regarding the wording you use when listing properties for which you will accept our subsidy. When advertising your units (for example in the newspaper), please state either: "EDEN Subsidy Accepted" or "Subsidies Accepted". This helps us avoid confusion with some of our other EDEN programs which do not involve subsidies.

Again, thank you for your interest in working with EDEN, Inc.

A Housing Resource and Development Agency

7812 Madison Avenue, Cleveland, OH 44102 (216) 961-9690 FAX (216) 651-4066
Shelter Plus Care FAX (216) 651-6692 www.edeninc.org info@edeninc.org

MINIMUM INSPECTION REQUIREMENTS

Listed below are EDEN's minimum requirements for passing the Housing Quality Standards (HQS) Inspection. Please look your unit over carefully before the inspector comes out.

- All utilities: electric, gas and water **MUST** be **ON** in order for unit to pass inspection for any type of HQS inspection. Inspectors must be able to verify that all utilities are in working order.
- If Landlord is supplying appliances, these appliances must be present, installed and working to receive credit for usage
- All ceilings, walls and floors must be strong, sturdy and in their permanent positions.
- All floors must be free of tripping hazards
- A working smoke detector with a live battery **must be installed on every level of the unit** including the basement and outside of sleeping rooms. If any members of the family are hearing impaired, a detector with a visual signal must be installed.
- The entire unit, both inside and outside, including window frames, must be free of cracking, scaling, peeling, chipping and loose paint. This prevents exposure to possible lead based paint hazards.
- Where there are four or more consecutive steps, handrails must be securely attached. This applies to both the interior and exterior of the unit.
- The unit must be free of roaches, rodents, or any other infestations.
- The entire unit, interior and exterior, must be free from electrical hazards. There may be no loose, hanging or exposed wires. All three-prong outlets must be wired correctly. A three-prong circuit tester will be used at the time of inspection to assure safety.
- GFI's must be installed in the kitchen and bathroom, four feet from the sink and properly grounded.
- Every room used for living must have either three working outlets or two working outlets and a permanently installed light fixture. At a minimum, each bathroom must have a permanently installed light fixture.
- All light switches and outlets must have undamaged and secured covers installed.
- All windows and doors must be secure when closed and must be weather tight. No broken or cracked windows allowed.
- All windows and doors that are accessible from the outside must have working, sturdy locks.
- All operable windows must have a mechanism to secure them in place when opened, with ropes or window controls. Window hardware must be operable.
- Every room must have at least one operable window for ventilation and safe egress, if the windows are designed to open.
- If the unit has third floor sleeping room (s) or living space and the family is eligible to use this space, the owner must provide a safe method of escape in the case of fire. Example: Fire ladder or existing and accessible fire escape(s).
- If there is a bathroom with a toilet that is not hooked up to water and sewer lines, it must be repaired/removed. If it is removed, the drain must be sealed to prevent rodents and/or sewer gases from escaping into the unit.
- All sinks must have traps except for the laundry tub with flowing and open drains.
- The bathroom must have either an openable window or an exhaust fan for ventilation.
- The hot water tank's temperature pressure relief valve must have a threaded discharge line extending down to six inches from the floor.
- The flue pipe leading from the furnace and hot water tank must be sealed where they enter the chimney. Also, check to ensure that the flue pipes connecting to the furnace and hot water tank are installed correctly. (At no less than 90 angle)
- Every room used for living must have an adequate heat source. If the source is a separate gas heater, it must be vented to the outside. If the source is electric, it must be permanently installed and controlled by a separate thermostat and be connected to its own breaker or fuse. (No space heaters)
- If the downspouts or gutters are damaged and/or missing, causing interior damage to the unit, they must be replaced or repaired. Any damage to the interior of the unit due to the missing or damaged downspouts or gutters must be repaired.
- The unit must be free from any accumulation of garbage or debris, both inside and outside.
- The owner must provide adequate "refuse disposals" to all dwellings. These facilities include trash cans with covers, garbage chutes, and dumpsters with lids approved by the local Health and Sanitation Department.
- If the unit has a clothes dryer, the dryer must be vented.
- No key-in/key-out deadbolts are allowed. Use thumb-turn locks only.