

Welcome!

Your line has been muted upon entry. If you have questions or are experiencing technical issues, please use the chat box or the Q&A feature.

We will begin shortly.



This event is in partnership with PA Link & Self-Determination Housing of Pennsylvania

PREP

Prepared Renter Education Program

Self-Determination
Housing of Pennsylvania





About SDHP

SDHP's mission is to promote self-determination and control in housing for persons with disabilities and older adults in the Commonwealth of Pennsylvania. SDHP works to:

- Bridge the information gap between the housing and disability/older adult communities
- Promote partnerships that enable people with disabilities/older adults to choose and control housing
- Increase access to affordable, accessible and integrated housing





PREP Training Goals

By the end of this training, you should feel prepared to assist your clients with...

- addressing their personal history
- preparing their personal pitches to appeal to landlords
- locating housing
- understanding a lease
- moving on to a new unit
- and more!



Vocabulary

Self-determination: *noun*

- the process by which a person controls their own life
- Supported decision-making!

Equity: *noun*

- the quality of being fair or impartial





PREP Chapters

1. Renting Fundamentals
 2. Preparing to Rent
 3. Understanding Your Personal History
 4. Putting It All Together– PREP Folder
 5. Locating Housing
 6. Understanding a Lease
 7. Starting Off Right
 8. Welcome to the Neighborhood
 9. Working with the Landlord
 10. Dealing with Money Problems
 11. Dealing with Eviction
- * Appendices





PREP Appendices

1. Obtaining a certified copy of a birth record
2. Contacting the Social Security Administration
3. Obtaining a PA photo ID card
4. Annual credit report request form
5. Procedure to file a complaint to HUD
6. List of PA housing authorities
7. Legal advice from PA Legal Network (and agencies that provide legal services in different regions of the state)



PREP Appendices cont.

8. Rules about security deposits
9. Articles with outline of rights as a tenant for a safe, sanitary, habitable home
10. Legal steps if a tenant believes their rights are being violated
11. How tenant can request repairs from landlord that violate housing code
12. Sample letters
13. Legal process of evictions for landlords
14. Cleaning guide



Common Barriers





Preparing to Rent

- Create a household budget
- Consider the hidden cost of renting
- Complete the PREP Rental Affordability Worksheet
- Collect documentation
- Review fixed costs to discover places to save \$\$\$



Inside the Mind of a Landlord

Don't overshare

Spin things in a positive light

What does a landlord care about?

- Rent paid on time
- Good neighbor
- Property maintained/well taken care of

Trainer Takeaway:

Think about what the landlord wants in a tenant and highlight those qualities in your client.



Personal History

Credit
History

Housing
History

Criminal
History



Personal History

Credit History Trainer Takeaway:

There is no quick fix for credit history.

Housing History Trainer Takeaway:

Collect documentation and explore creative alternatives.

Criminal History Trainer Takeaway:

Refer to the tenant selection plan and consider appealing.



Client Supports: Preparation

Assist with the collection of documents

Create digital copies for your client

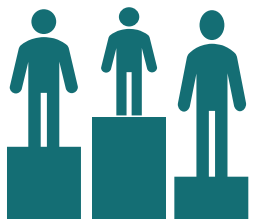
Utilize the appendices within the back of the PREP manual

- Affordable Rent Worksheet
- Basic Household Data Sheet, Financial Data Sheet
- Previous Housing References
- PREP Checklist

Create a budget

Map out a timeline

Help set-up bank account





Locating Housing

PAHousingSearch.com

Written advertisements: newspapers, bulletin boards, for rent signs

Craigslist

Facebook Marketplace

Additional Internet sites



Personal Pitch: What can this look like?

Ask probing questions to find your client's strengths:

- Tell me about some of your biggest challenges- how did you overcome them?
- What skills do you always receive compliments on?
- What areas of your life have you been the most successful?

Trainer Takeaway:

Get creative and look into the detail of their answers- strengths may be hidden, even to them!



Creating a PREP Folder

- Birth certificates (all)
- Photo IDs (18 and above)
- Social Security Cards (all)
- Proof of income
 - ✓ Social Security Award letter
 - ✓ 3 months of paystubs
 - ✓ Compass printout
 - ✓ Child support
 - ✓ Any form of income

Trainer Takeaway:

Keep the PREP folder in a safe and secure location, along with a copy of the signed lease once your client secures housing.



Working with Clients to Locate Housing

Understanding different affordable housing types

Consider the area

Bring another person on the walkthrough

Complete the Rental Search Tracking Sheet

Utilize the Apartment Hunting Checklist

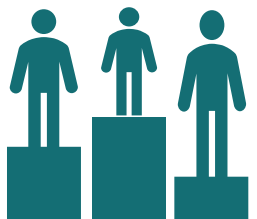
Trainer Takeaway:

It never hurts to ask, and help your client keep an open mind in considering different communities and housing types!



Client Supports: Application

- Practice personal pitch
- Discuss how to dress, information to share, etc.
- Put together a PREP folder
- Provide phone conversation guide
- Fill out practice applications
- Assist with real applications
- Discuss how to avoid scams
- Go over lease terminology





Fair Housing

The Fair Housing Act protects individuals from housing discrimination based upon the following protected classes:



Disability



Race



Sex



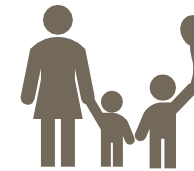
Color



National Origin



Religion



Familial Status

The state of Pennsylvania covers:



Age (+40)



Ancestry



Pregnancy



What is in a Lease?

- Amount of rent & security deposit
- Due date & grace period
- How to pay rent
- Other responsibilities
- Maintenance requests
- Required notice
- Pet/smoking policy
- Renewal process

86 13. **APPLIANCES INCLUDED** _____ 81
87 Stove Refrigerator Dishwasher Washer Dryer Garbage Disposal Microwave 87
88 Air Conditioning Other _____ Other _____ 88
89 Landlord is responsible for repairs to appliances listed above unless otherwise stated here: _____ 89
90 _____ 90

91 14. **UTILITIES AND SERVICES** Landlord and Tenant agree to pay for the charges for utilities and services provided for the 91
92 Property as marked below. If a service is not marked as being paid by the Landlord, it is the responsibility of Tenant to pay for 92
93 that service. Landlord is not responsible for loss of service if interrupted by circumstances beyond the Landlord's control. 93
94 Landlord Tenant Landlord Tenant 94
95 pays pays pays pays 95
96 Cooking Gas Air Conditioning 96
97 Electricity Cable Television 97
98 Heat Condominium Fee 98
99 Hot Water *NO GAS* Parking Fee 99
100 Cold Water *7pm* Maintenance of Common Areas 100
101 Trash Removal *Trash out* Pest/Rodent Control 101
102 Sewage Fees Snow/Ice Removal 102
103 Sewer Maintenance Telephone Service 103
104 Lawn and Shrubbery Care *NO WASHER REPAIRS INCLUDED* 104
105 Heater Maintenance Contract *AS ALLOWED* 105
106 Comments: _____ 106
107 _____ 107

108 15. **TENANT'S CARE OF PROPERTY** 108
109 (A) Tenant will: 109
110 1. Keep the Property clean and safe. 110
111 2. Dispose of all trash, garbage and any other waste materials as required by Landlord and the law. 111
112 3. Use care when using any of the electrical, plumbing, heating, ventilation or other facilities or appliances on the 112
113 Property, including any elevators. 113
114 4. Tell Landlord immediately of any repairs needed and of any potentially harmful health or environmental conditions. 114
115 5. Obey all laws. 115
116 (B) Tenant will not: 116
117 1. Keep any flammable, hazardous and/or explosive materials on the Property. 117
118 2. Destroy, damage or deface any part of the Property or common areas. 118
119 3. Disturb the peace and quiet of other tenants or neighbors. 119
120 4. Make changes to the property, such as painting or remodeling, without the written permission of Landlord. Tenant 120
121 agrees that any changes or improvements made will belong to the Landlord. 121
122 5. Perform any maintenance or repairs on the Property unless otherwise stated in the Rules and Regulations, if any. 122
123 (C) Tenant is solely responsible to pay the costs for repairing any damage that is the fault of Tenant or Tenant's family or 123
124 guests. 124

125 16. **SUBLEASING AND TRANSFER** 125
126 (A) Landlord may transfer this Lease to another landlord. Tenant agrees that this Lease remains the same with the new landlord. 126
127 (B) Tenant may not transfer this Lease or sublease (rent to another person) the Property or any part of the Property without 127
128 Landlord's written permission. 128

129 17. **PETS** 129
130 Tenant will not keep or allow any pets on any part of the Property, unless checked below. 130
131 Tenant may keep pets with Landlord's written permission according to the terms of the attached Rules and Regulations. 131

132 18. **RULES AND REGULATIONS** 132
133 (A) Rules and Regulations for use of the Property and common areas are attached. Yes No 133
134 (B) Any violation of the Rules and Regulations is a breach of this Lease. 134
135 (C) Landlord may change the Rules and Regulations if the change benefits the Tenant or improves the health, safety, or welfare 135
136 of others. Landlord agrees to provide all changes to Tenant in writing. 136
137 (D) Tenant is responsible for Tenant's family and guests obeying the Rules and Regulations and all laws. 137

138 19. **SMOKE DETECTORS AND FIRE PROTECTION SYSTEMS** 138
139 (A) Landlord has installed smoke detectors in the Property. Tenant will maintain and regularly test smoke detectors to be sure 139
140 they are in working order, and will replace smoke detector batteries as needed. 140
141 (B) Tenant will immediately notify Landlord or Landlord's agent of any broken or malfunctioning smoke detectors. 141
142 (C) Failure to properly maintain smoke detectors, replace smoke detector batteries or notify Landlord or Landlord's agent of any 142



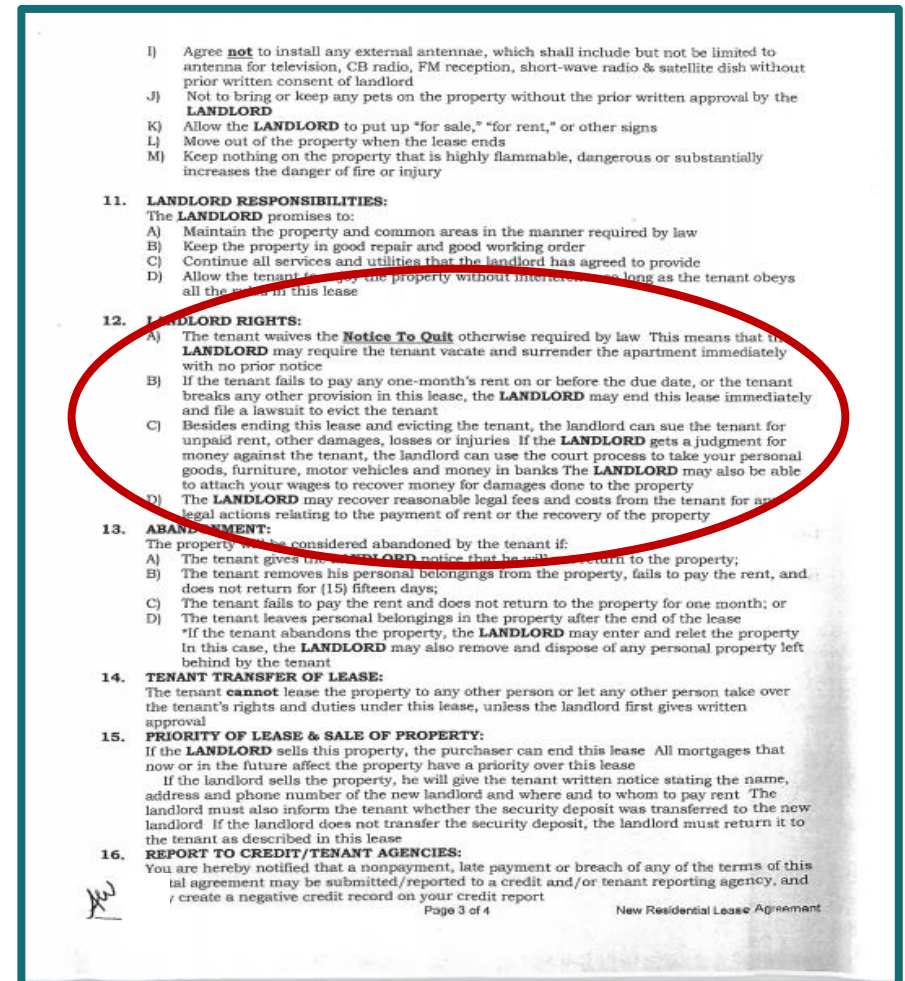
Understanding a Lease

Verbal or written contract

Lease timelines

Important considerations

- Guest policies
- Notice to quit
- Damage policy





Moving On

Provide written notice (per lease requirements)

Breaking a lease

Additional walkthrough

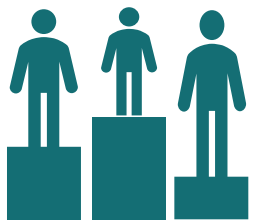
Security deposit

- Forwarding address
- 30 days
- Itemized receipt



Client Supports: Lease & Move Out

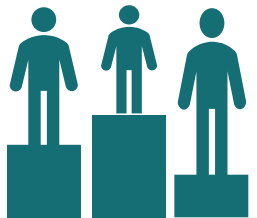
- Ask for a blank copy of the lease ahead of time
 - Lease with large print
 - Interpreter
- Discuss actual accommodations/modifications of unit before signing
- Attend the first/final walkthrough, take pictures, etc.
- Send digital copy of finalized lease to client
- Extenuating circumstances RE: relocating





Client Supports: Successful Living

- Assist with utilities, change of address, renter's insurance, etc.
- Utilize Craigslist or Facebook Marketplace for furniture (go with your client if possible)
- Use Cleaning Checklist
- Mediate with tenant and landlord
- Revisit budget
- Discuss when/how to request repairs





Needing Major Repairs?

It's complicated.

Trainer Takeaway:

Document everything and contact tenant rights or legal aid services, like [PALawHelp.org](https://www.palawhelp.org)



Financial Planning Strategies

PA Rent/Property Rebate Program

LIHEAP/UESF/Crisis

The PA Utility Law Project

Earned Income Tax Credit

VITA

PA ABLE

Communicate with the landlord!



POLL

Which of these topics do you think will be most useful while working with your clients?

1. Understanding a lease
2. Knowing personal history
3. Developing personal pitch
4. Creating PREP folder



Questions

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