Message From the CEO:

Greetings,

Winter is setting in and that means we all have to take steps to consider energy saving tips that help save you money on your utility bills. One of the most effective ways to lower your utility costs is to take advantage of some of these helpful hints provided in this newsletter.

CHA is invested in your well-being and your experience as an HCV participant and being an informed tenant is the key to good outcomes. Good communication also contributes to a successful rental experience. Communication helps tenants stay informed, and informed tenants are able to communicate more clearly with their landlords, CHA, and other program partners.

As a renter in the City of Chicago it's important that you also understand your rights under the city's Residential Landlord Tenant Ordinance and the terms of your lease before a lease is signed. A piece of advice: Speak up! Don't be afraid to talk to your landlord about lease terms. CHA and its program partners are always on hand to help you understand your rental rights and lease terms.

I'd also like to offer another important reminder: The best way to avoid conflict or costly mistakes is to check in with the property owner and CHA at every stage of the moves process or a conflict. CHA has notification guidelines set up, but some leases have stricter requirements.

As CHA strives to improve our communication with our program participants and increase transparency, we recently added the Chicago Police Department's (CPD) CLEARMAP database to the HCV section of the CHA website.

The decision to provide the CLEARMAP data was made as CHA works to increase and enhance the kind of information it makes available to people. CHA already provides HCV participants with information on the communities at large and the amenities offered, such as area schools, parks, retail outlets, libraries and others as well as the City of Chicago's Problem Building Owners list. By making this information available to the public, we are increasing transparency and ensuring that people have access to the information they need to make the most informed decisions about the community in which they choose to live.

Our staff is here to help you and your family understand the rights and responsibilities you have as a renter in Chicago and program participant. Don't hesitate to reach out to us if you need assistance.

I'd like to extend my best wishes for a joyful holiday season and a happy, healthy and productive New Year.

Regards,

Eugene Jones, Jr.
CEO
Energy-Saving Tips for Winter

The cold weather of the winter season can quickly cause your utility bills to increase. Here are several cheap and easy energy-saving tips to help you stay warm this winter.

1. **Be prepared:** Talk to your landlord about your responsibilities in preparing for the colder temperatures. For example: furnace filters should be replaced or cleaned regularly. Who is responsible for this important chore?

2. **Redecorate:** Rearrange the furniture in your unit so you are sitting near interior walls and away from colder and drafty exterior walls and windows. If your floor isn’t carpeted, add an area rug to help insulate the floor.

3. **Maximize good airflow:** Make sure you keep furnaces and vents unblocked so that they are able to do their job as efficiently as possible. If you have ceiling fans, keep them on low to help circulate the warm air throughout the unit.

4. **Minimize leaks:** Cover drafty windows with heavy-duty, clear, plastic sheets, and fill spaces under doors with foam draft stoppers. Both are available online and at your local hardware store for $10-15.

5. **Soak up the sun:** Take advantage of free natural heat and open curtains and blinds that face the sun during the day. This allows the sun to naturally heat your home. Close the curtains and blinds again at night to reduce drafts and chill from cold windows.

6. **Layer up:** Before you turn up the heat, put on a comfy sweater, a warm hat, or even your favorite pair of fuzzy socks. Add an extra blanket to your bedding or upgrade to flannel sheets.

Remember, your landlord is required to meet HQS inspection standards, which include a safe and properly functioning heating system.

CHA’S FAMILY SELF SUFFICIENCY PROGRAM HELPS FAMILIES WITH:

- Reducing debt/improving credit
- Earning a post-secondary degree or GED
- Starting a new career
- Obtaining a new job
- Starting a business
- Becoming a homeowner

THECHA.ORG/RESIDENTS/SERVICES/FAMILY-SELF-SUFFICIENCY-PROGRAMS-FSS/

CALL TODAY! 773-672-6644
Are you ready to buy a home? It can become a reality through CHA’s homeownership program “Choose To Own.” Attending a homeownership orientation is a good start to learn about the program and help you decide if homeownership is right for you.

Join us for an informational orientation session on one of the following dates:

**South West Regional Satellite Office, 10 W, 35th St, Chicago IL**
- Thursday 10/13/16 4:00 PM to 5:00PM
- Wednesday 11/16/16 4:00PM to 5:00PM

**West Regional Satellite Office, 2750 W, Roosevelt Rd, Chicago IL**
- Thursday 10/6/16 4:00 PM to 5:00 PM
- Monday 11/21/16 4:00 PM to 5:00 PM

**Central Office, 60 E, Van Buren, Chicago IL**
- Monday 11/7/16 4:00 PM to 5:00 PM
- Thursday 12/15/16 4:00 PM to 5:00 PM

**Neighborhood Housing Services, 449 W, 79th St, Chicago IL**
- Tuesday 12/6/16 4:00 PM to 5:00 PM

**Southwest Organizing Project (NHS), 2558 W, 63rd St, Chicago IL**
- Thursday 10/20/16 4:00 PM to 5:00 PM

**Spanish Coalition for Housing, 1922 N. Pulaski, Chicago IL**
- Wednesday 11/2/16 4:00 PM to 5:00 PM
- Thursday 12/1/16 4:00 PM to 5:00 PM

**LUCHA, 1152 N. Christiana, Chicago IL**
- Thursday 10/27/16 4:00 PM to 5:00 PM
- Thursday 12/8/16 4:00 PM to 5:00 PM

Through the Choose To Own Homeownership Program, qualifying families may use their subsidy towards their mortgage on the purchase a single-family home, townhouse, condominium or cooperative within the City of Chicago. This program is voluntary and open to all eligible families.

Questions? Email CHA’s CTO Staff at CTOprogram@thecha.org

**RSVP NOT REQUIRED!**

*Please be on time. Doors will close five (5) minutes after orientation start time.*

Para una orientacion en español, porfavor llamar a Cindy Patino al 312-786-3404
A Participant's Guide to the Moving Process
You just received your moving papers… now what?
Here are some helpful reminders to make your move process go smoothly.

1. **Send your Notice to Vacate**
- A Notice to Vacate needs to be sent to your current landlord at least 30 days before you plan to move out of your unit. It's very important that your current landlord knows when you are moving out, so be sure to fully complete the form. You can find the Notice to Vacate in your RTA Packet.
- Ideally, you should have your current landlord sign a copy of the Notice to Vacate, proving that they were notified in writing. While CHA would prefer to have their signature, it is not required.
- Don't forget, signed or not, a copy of the Notice to Vacate must be submitted to CHA with the rest of your RTA packet!
- Once CHA receives your complete RTA packet, both you and your current landlord will receive an Acknowledgement to Vacate letter, verifying your expected move-out date and notifying the landlord of when CHA is terminating their rent portion payments for that unit.

2. **Carefully review your current lease agreement and be sure to meet any move-out requirements**
- Most written leases include specific move-out instructions on advance notice, timing and unit condition.
- While CHA provides move-out guidelines, some landlords and leases include requirements that are different than the CHA guidelines. Be sure to check your lease and meet those requirements as well!
  - **For example:** 30 days is the standard move-out notice that needs to be given under CHA guidelines. However, some leases require a 60-day advance move-out notice. In that case, you would want to submit your Notice to Vacate to the landlord at least 60 days before you plan to move out.
  - **Another example:** Your lease may require that you be moved out of the unit at a certain time on the last day of your lease term. Don't assume that you will have until midnight to move out – check your lease to be sure!

3. **Pay close attention to the dates on your new lease**
- CHA will only pay the old unit’s rent through the end of the month before your new lease begins.
  - **For example:** if your new lease goes into effect on April 26th, you need to be out of the old unit by April 30th at the latest. In this example, since you and CHA have already paid April's full rent amount for the old unit, you can remain in possession of the old unit through the end of the month.
  - **However!** If your new lease goes into effect on May 1st, you must leave your old unit by April 30th. CHA will not pay May's rent portion for the old unit because they will be paying the rent portion for your new unit instead. If you stay in your old unit past the end of the month deadline, you will be responsible for the full rent amount on that old unit.

4. **Properly Vacate the Unit**
- Remove all of your furniture and personal belongings. Anything left behind may be thrown out and the landlord may charge you for any cleaning costs to remove items and make the unit ready for a new tenant.
- Leave the unit clean and in good condition. After you move out, the unit should be in the same condition it was in when you first moved in. Once the unit is empty and clean, take photos so that you have proof of the unit’s good condition when you moved out. Again, if you fail to leave the unit in good condition, the landlord may charge you for any cleaning costs or damage repair costs to make the unit ready for a new tenant.
- Don't forget to return your keys to the landlord as soon as you move out! Legally, you are still considered to be occupying the unit as long as you have possession of the keys, and will be responsible for the following month’s full rent amount!

Continued on next page...
5. **Move in to your new unit**
   - Before you move any of your possessions in, inspect your new unit. Once you receive the keys and take possession of your new unit, walk through the unit and take pictures and notes of its condition. Report any damage to the landlord immediately.
   - Explore your new neighborhood! Get to know your new home and community by meeting your neighbors and learning about the resources and opportunities near you.

6. **Be a positive member of the community!**
   - Remember the Family Obligations you must meet as a participant on the HCV Program - you can read them in your Participant Guidebook or online at www.thecha.org
   - Get involved with local organizations, places of worship, schools, neighborhood watch programs, sports teams, cultural initiatives, and political groups

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**Did you know?: Your Rental Rights in Chicago**

**Heat minimum requirements**: Between September 15th and June 1st, the building must be supplied with heat to meet the following minimum indoor temperatures: 68 degrees between 8:30 a.m. to 10:30 p.m., and 66 degrees from 10:30 p.m. to 8:30 a.m.

**Landlord Entry**: Except in the case of an emergency, your landlord must provide you with a notice that they intend to enter your unit at least **two (2) days** in advance. If access is required because of repairs to common spaces or other apartments, your landlord can give a general notice to all potentially affected tenants. In case of emergency, or when other building repairs unexpectedly require your landlord to enter your unit, your landlord may enter your unit without notice or your consent. Your landlord must give you notice of such an entry no later than two days after it occurs.

Your landlord may enter only at reasonable times, except in case of an emergency. Entry between 8:00 A.M. and 8:00 P.M., or at any other time expressly requested by the tenant, shall be presumed to be reasonable.

**Fuse Box Access**: In buildings with more than four units, the Chicago Electrical code requires that a tenant have access to their fuse box. If the tenant cannot get to their fuse box, the tenant has the right to call a locksmith and have the door opened and a key made. Before calling the locksmith, you must give the landlord a 14-day written notice as required in the repair remedies section of the Chicago Residential Landlord Tenant Ordinance.

*Note: most locksmiths will not make a key without the owner’s permission. A second possible solution is to request an electrical inspection by calling 311, requesting an electrical inspector come out, and get a reference number for your call. The city inspector will cite the landlord for the violation. However, going through the building department takes a while (21 days just for the inspection) and an inspection does not guarantee access to the fuse box.*

**Lock outs**: Your landlord cannot just lock you out of your apartment. Your landlord can evict you for non-payment of rent, but he/she must first serve you a notice, file a lawsuit against you, win this lawsuit, and then pay the Sheriff to evict you. Lock-outs are against the law, and your landlord can be arrested and fined for locking you out of your apartment.

Questions about your rights? Call the Metropolitan Tenant Organization’s Hotline, 773-292-4988 Monday to Friday 1PM – 5PM and speak to a specialist, or check out their website www.tenants-rights.org

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Moves Process (continued from previous page)
Neighborhood Spotlight

Chicago Housing Authority - West Satellite Office

2750 W. Roosevelt Road
Chicago, IL 60608

Neighborhood Resources & Organizations

Alderman Michael Scott, Jr., Ward 24
http://aldermanscott.com/

Chicago Public Library, Douglass Branch
https://www.chipublib.org/locations/23/

Douglas Park Cultural and Community Center
http://www.chicagoparkdistrict.com/parks/douglas-park/

Homan Square Park
http://www.chicagoparkdistrict.com/parks/homan-square-park/

North Lawndale Community Coordinating Council
https://nlccplanning.org

North Lawndale Employment Network
http://www.nlen.org/

Lawndale Christian Health Center
http://www.lawndale.org/

New Covenant Community Development Corporation
http://www.new-covenantcdc.org/

Young Men's Educational Network
http://ymenchicago.com/

Lawndale Christian Legal Center
http://lclc.net/

Neighborhood Housing Services of Chicago
http://www.nhschicago.org/live/north-lawndale

Girls in the Game
http://www.nhschicago.org/live/north-lawndale

North Lawndale YMCA
http://www.ymca.net/

Safer Foundation
http://www.saferfoundation.org/

Upcoming Events

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<th>Date</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>December 19th 2016 - January 6th 2017</td>
<td>Winter Break Camp</td>
<td>Homan Square Park</td>
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<tr>
<td>December 27th 2016 - December 30th 2016</td>
<td>Winter Break Camp</td>
<td>Douglas Park Cultural and Community Center</td>
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<tr>
<td>January 9th 2017 - March 20th 2017</td>
<td>Park Kids - Winter at Douglas</td>
<td>Douglas Park Cultural and Community Center</td>
</tr>
<tr>
<td>February 18th 2016</td>
<td>UMOJA: Black History Month Celebration</td>
<td>Homan Square Park</td>
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Latasha Parchman, a Chicago native living in the Lawndale area, is a participant in the Housing Choice Voucher Program. She attributes her educational prowess and career advancement to the many programs offered by the Chicago Housing Authority’s HCV Program. She has been able to advance her career while making a positive impact in the Lawndale community by using her expertise in leadership and community development.

Latasha is the President and CEO of The LAB Work Net Chicago and Its YouLAB Chicago Films and Productions. She is also a devout member of Mt. Bethlehem Missionary Baptist Church and has a strong, positive influence on other members. Even though Latasha balances so many responsibilities, she still finds time to embrace the responsibilities of being the President of the Douglas Park Advisory Council.

Latasha’s ability to effect change in her community has been catapulted to new heights due to her drive and the many stepping stones provided by the Chicago Housing Authority’s Housing Choice Voucher Program.

If you would like to share your success story or your experiences with the Chicago Housing Authority Housing Choice Voucher Program, please email us at: hcv@thecha.org
## Upcoming Participant Workshops

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<th>Topic</th>
<th>Date</th>
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<tr>
<td><strong>Safety and Security</strong></td>
<td>Thursday, December 8th 2016</td>
<td>Charles A. Hayes Family Investment Center</td>
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<td>The Safety and Security Workshop will focus on helping participants making their homes safe for their families. Industry professionals will be present to give advice on making your home safe and secure.</td>
<td><strong>6PM - 8PM</strong></td>
<td>4859 S Wabash Avenue Chicago, IL 60615</td>
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<tr>
<td><strong>Your Rights as a Tenant in Chicago</strong></td>
<td>Tuesday, January 10th 2017</td>
<td>Little Village Branch Library</td>
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<td>This workshop will focus on your rights as a tenant under the Chicago Residential Landlord Tenant Ordinance. Be informed about how the ordinance protects you and your family as participants on the HCV Program</td>
<td><strong>1PM - 3PM</strong></td>
<td>2311 S Kedzie Avenue Chicago, IL 60623</td>
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<tr>
<td><strong>The Housing Search</strong></td>
<td>Tuesday, January 24th 2017</td>
<td>CHA South Office</td>
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<td>Once you receive moving papers, you have 90 days to find a good place to live and complete the RTA paperwork - are you prepared? Learn about how to make the most of your time and find the right unit in the right neighborhood with a great property owner the first time!</td>
<td><strong>4PM - 6PM</strong></td>
<td>10 W 35th Street Chicago, IL 60616</td>
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Register for these and other participant workshops online at http://cha-hcvevents.eventbrite.com/