

**REQUEST TO APPEAR
BEFORE THE FRESNO CITY COUNCIL**

NOTE-ALL REQUESTS MUST BE TYPEWRITTEN

On April 1, 1980 the Fresno City Council adopted a policy relating to procedures to be used for those persons wishing to appear before the Fresno City Council, as follows:

REC'D JUN 28 '18 PM 12:35
FRESNO CITY CLERK

SCHEDULED ORAL COMMUNICATIONS-APPEARANCES ON PRINTED AGENDA

Submit this form, or a written letter to the City Clerk, 2600 Fresno Street, Fresno, CA 93721 requesting to be placed on the agenda for a scheduled time. The letter should state the subject matter, provide supporting material, if any, and state the action you wish the City Council to take. Your request will be referred to the Chief Administrative Officer and placed on the agenda no sooner than ten (10) days after a receipt of your written letter in order to provide an opportunity for City staff to prepare comments for Council consideration. The policy is to limit your presentation to three (3) minutes pursuant to Ordinance 96-67. The City Clerk shall provide copies of your written request to the Fresno City Council.

UNSCHEDULED ORAL COMMUNICATIONS

You may address the City Council at the conclusion of the Council meeting and the policy is to limit your presentation to three (3) minutes pursuant to Ordinance 96-67. Please be present at the conclusion of the Council meeting if you wish to be heard.

REQUEST TO APPEAR BEFORE THE FRESNO CITY COUNCIL

NAME Mary Esther Correa
ADDRESS [REDACTED]
TELEPHONE NO. [REDACTED] DATE July 19, 2018
LETTER [REDACTED]

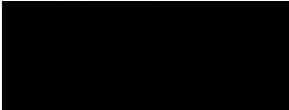
Will bring letter letter.

[REDACTED]

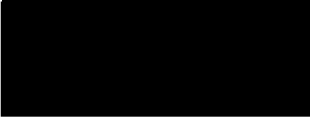
Email

Print

Mary Esther Correa



Fresno Bee Letters



RE: THE NEW SQUATTERS.

My recent article on squatters invading boarded homes left out the most recent squatter parasite, the tenant who moves in for life without paying rent. During his/her stay the tenant allows family & friends to move in. The property is vandalized, trashed & destroyed. Drugs, violence & gang activities take place.

The process of eviction is initiated. This is a time consuming process that takes weeks, not to mention the cost to start the process and to follow through with said proceedings

The police favor the squatters. The squatters, in turn feel offended & turn against the owner, become confrontational, verbally & physically abusive. Apparently scofflaws have more rights than property owners. The property owner is viewed as the aggressor, the bad wolf

The sheriff has a list a mile long of squatting tenants who need to be evicted. The victimized property owner has to wait weeks until the eviction takes place. The place then needs to be boarded up, locks changed, which is a waste of time and money. The boards & locks will soon be history.

In my case, not only did the above take place, but the storage room was vandalized, personal property was stolen, most destroyed and finally the room was set on fire.

I have been to the district council man, Clint Olivier, the water department, the police, the courts, written to the mayor, who doesn't respond to complaints

I am not blind to the needs of the homeless, but the Bank insists on getting its mortgage payments. The City wants its property tax paid with threats of liens for non- payment, the insurance company pays

losses reluctantly, but does expect to get its premiums paid on time. *In my case The Insurance Company my Insurance !!*

If the City, Courts & police are so concerned of these squatters, especially if children are involved, why doesn't the City, courts, etc. pay the homeowner the rent, the losses, the unpaid utilities, the clean-up and the tenant can continue to live among the accumulating trash. The City can also take the responsibility of insuring that these squatting tenants keep the place clean.

Work*Star™

Injury Recovery Center

91-2135 Fort Weaver Road, Suite 170, Ewa Beach, HI 96706

Phone: (808) 676-5331 • Fax: (808) 671-2931

March 14, 2017

Code Enforcement
Fresno, California

Dear Sir/Madam:

Re: Patient: Mary Esther Correa
Topic: Renter Misconduct

I am writing on behalf of Ms. Mary Esther Correa who is a patient of mine. Please be advised that she suffers from multiple medical disorders as well as automobile related trauma. Because of her medical need, she is unable to appear at an upcoming scheduled hearing. Please reschedule the hearing for a later date. We will do whatever is necessary to prepare her medically for the journey back to California.

Thank you for your attention to the above. Please let me know if you require additional information. -

Sincerely,



D. Scott McCaffrey, M.D.
Occupational and Rehabilitative Medicine

DSM:nsot



D. Scott McCaffrey M.D.
Medical Director and C.E.O.

Clinical Service Center
91-2135 Ft. Weaver Road, #170
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www.workstar.com
E-Mail: doc@workstar.com

HOUSE OF REPRESENTATIVES

STATE OF HAWAII
STATE CAPITOL
HONOLULU, HAWAII 96813

June 4, 2017

RE: Ms. Mary Esther Correa

To whom it may concern,

I have known Ms. Correa for 14 years. On both a personal and professional level. I can tell you that there is no one of higher quality and reputation living in our state than Ms. Correa.

Personally, she helps out each week at the church; we collect and count the money together. She is instrumental in various church ministries to include being the driving force behind "Our Lady of Guadalupe" mass and celebration.

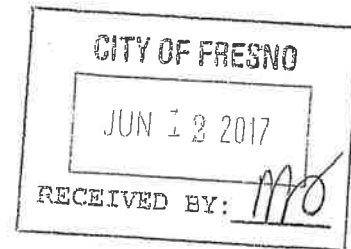
Professionally, as a realtor, I have worked with her and I have found her to be fair to a fault. She is known for having too soft a heart and giving renters a "break" which often comes back to bite her in the form of unpaid rent. I have helped her in some of these cases myself, she has a soft spot for helping others and a good heart. Unfortunately, in this day and age, many folks try to exploit Ms. Correa's kindness for their own financial gain.

In closing, I am proud to call her a personal friend. She has been to my home, I know her very well and know she is an upstanding and outstanding citizens always looking to help other people, particularly the less fortunate.

Sincerely,



Bob McDermott
State Representative



From: Mary Esther Correa

RECEIVED

2017 JUN 12 AM 11 06

CITY CLERK, FRESNO CA

M Gmail

Jose Mejia <josejackmejia@gmail.com>

Mary Esther Corea

Wed, Jun 7, 2017 at 9:53 AM

RECEIVED

2017 JUN 12 PM 11 06

CITY CLERK'S OFFICE

To whom it may concern;
As Mary Corea's real estate agent, I want to say that she has been
complaint of every request the city has asked her to do for her duplex.
She has spent thousands of dollars and in that process she has lost
thousands of dollars in revenue and every month that she's not able to
rent her units she's losing money. I understand that the city has
cracked down on slum lords but to put her in that category is unjust. She
is far from being a slum lord. Why don't you help her with all the bums
that continually try to break into her property, why don't you help her by
cleaning up the neighborhood of bums and drug dealers and drug users
that continually infest her alleyway by loitering and littering. I haven't
been able to sell her duplex for all the reason stated above and not by
being tagged a slum lord..

Best Regards,



Jose "Jack" Mejia
Agent- BRE # 01914463
Landmark Properties
559-287-8155 Cell
josejackmejia@gmail.com
265 W Bullard #102
Fresno, Ca 93704

6-12-17

Both Units

have passed
inspector!

Planning Dept is
coming for final
roof inspection
by mr. Izkut

1/17/2018

RE: Mary Esther Correa /02957178

DOB: 6/5/1941

To Whom It May Concern:

I have been Ms. Correa's doctor for many years, and I can attest to her superb moral character. She is an excellent, responsible patient, a devout Catholic, who is active in her church and quite conscientious in her life. She is not the character of a "slum landlord." She cares and loves people, and does whatever she can to help others. She has been having problems with her tenants that she tells me have been trashing her place and she is spending a lot of money to fix it up. When she told me that she has been accused of being a slum landlord, there is no way that can be possible, no way. Please call me if you have any questions on my cell phone at 808 343 2041 and I can attest to her excellent moral character.

Sincerely,



John P Kristofich, MD
888 S King St
Honolulu HI 96813-3009
Phone: 808-522-4222
Fax: 808-522-4065

Work*Star™

Occupational Health Systems

St. Francis-West Medical Office Plaza

91-2139 Fort Weaver Road, Suite 202, Ewa Beach, HI 96706

Phone: (808) 676-5331 • Fax: (808) 671-2931

January 25, 2018

To Whom It May Concern:

Re: Patient: Mary Esther Correa

I have known Mary Esther Correa for over 15 years in the capacity of both a patient as well as a community activist. Mary Esther has a serving reputation throughout Hawaii for standing up for individual rights and freedom. She is, in my opinion, a model citizen and has been honored in multiple other community service organizations.

I recommend Ms. Correa without hesitation. Please let me know if you require additional information on this outstanding individual.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Scott McCaffrey, M.D.", written in a cursive style.

D. Scott McCaffrey, M.D.
Occupational and Rehabilitative Medicine

DSM:nsot

Feb 20, 2018

To: Michael Appala office

From: Mary Esther Correa owner of
Property @ [REDACTED] Fresno, Cal

I'm also a Disabled retired Senior Citizen

I have been fined 13,500.00 from Code

Inspector and Now They want to fine

me again 2000.00 Why?

I have repaired my units five times

in less than a year. Code passed all infractions

5 - five times. I live on a fixed income

& I've been paying 20.00 & 10.00 ^{one over 7 years} for 2 bills

from Nov 2016 - to present. No rents coming in

I've paid over 20,000 to fix two units, Permits Honda

man, property caretaker, building materials, & Supplies

My Credit Cards are maxed out!

1. Carlos & Elizabeth Reyes - Moved in [REDACTED] ^{San Antonio}

Called
code fin.

Moved in August 2016 - Jan 30, 2017 - trashed Apt In

2. Brittney Pena - Moved in Apt 3403 Aug 16 - Pd NO

Called
code insp.

rent Nov - Dec 2016. trashed apt - Both apt & En

I had George Torres & Dan Sing - Start to fix empty

apt 03
empty
11 had
apt 07

I arrived on March 2016. Started hiring, others Honda

Passed ^{code} inspection all 11 infractions Passed on June 2

3. Jose & Solane moved in apt 03 on June 26 20

Moved out July 14, 2017. Trashed apt & stole Air Con.

Joel & Rosemary Perez on July 26, 2017 Moved Aug 30.

Maria Jaurigi - ~~trashed~~ tenant - everything fixed all.

(All 5 Tenants were Evicted)

1/17/2018

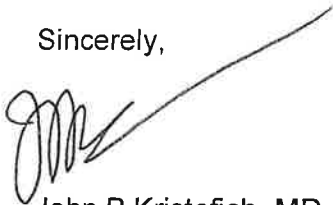
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STATE CAPITOL
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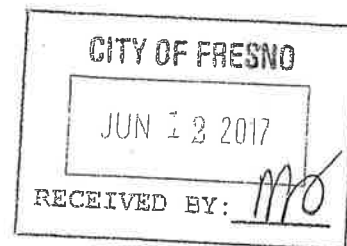
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265 W Bullard #102
Fresno, Ca 93704

6-12-17

Both Units

have passed
inspector!

Planning Dept is
coming for final
roof inspection
so no truck

October 8, 2017

To: District Attorney

My name is Mary Esther Correa and I am submitting this letter with information regarding my case about my duplex located at [REDACTED] in Fresno, CA. I would like to give a list of events and information that I feel strengthen my case and prove that the fines given to me by code enforcement were excessive.

- 1) I was ~~in~~ injured in an automobile accident January 5, 2017 in Hawaii. My doctor of 15 years, Dr. Scott McCaffrey, did not approve me traveling back to California until March 20, 2017 due to my injuries. I submitted all my records and test to attorney Mark Castro upon his request.
- 2) Attorney Mark Castro requested a client intake form be filled out when I visited his office on July 11, 2017 so that he could take my case and help me with my appeals against the fines on my property set forth code enforcement.
- 3) An inventory and condition report or apartment inspection report was conducted and filled in and signed by Brittany Pena on August 10, 2016 that everything was in good condition in and signed by Brittany Pena on August 10, 2016 that everything was in good condition. *She rented Apt 3403 on August 2011*
- 4) I was told by code enforcement *I had a trash can 17 in brackets* that a roof building permit was required for the two 4x4 patches that needed to be fixed from the removal of swamp coolers that were on the roof. *I & my friend* was originally told by Mr. Brian Leong that I did not need the permit for this size patch work. *He told me* It is my understanding that 100 feet of roofing work is allowed before a permit is needed. *He rent*
- 5) I have some photos and can give more upon request of the condition of my property. *She allowed*
- 6) I have had squatters on my property while I was away and have had my friend who is now deceased serve eviction notices to them. *He sent me property*
- 7) After months of submitting paperwork to attorney Mark Castro he is no longer representing me. He failed to submit my paperwork to start the process of defending my case. He then decided to run for city council of my district. I had agreed to help him with his campaign but have decided not to because of his lack of interest in truly helping the people of district 7.
- 8) I have a letter from the State Representative of Hawaii, Mr. Bob McDermott, and my real estate agent here in Fresno, Jose Mejia, both attesting to my character on a personal and professional level.

Code enforcement has fined me over \$13,000 dollars and put a tax lien on my property that I am trying to sell. I cannot afford to pay this fine on my limited income as a retired, disabled senior citizen. The last notice from the code enforcement was sent on September 27, 2017 and I have sent a \$20.00 dollar payment towards my fine for that is all I could afford to send.

Rosemore Perez & Joel moved in less than 3 weeks then they
called C/E *all instructions were repaired* Thank You,
C/E is on a witch hunt *On Sept 20. Mary Esther Correa*
passed. Code Inspection *passed Sec 2 inspection*

SUGGESTED APPEAL FORM

REC'D OCT 16 '17 PM 3:4
FRESNO CITY CLERK

Appeal of:

Many Ester Correa
(Name)

17-00011140
(Citation Number)

Please include a copy of the specific order, citation, decision, or determination being appealed.

****Please note that additional administrative fees for Code Enforcement staff time (re-inspection and/or research) may be incurred. Please refer to your original notices for more information. ****

Statement of the appellant's legal existing interest in the property, right or entitlement of the subject order, citation, decision, or determination being appealed (Are you the property owner, business owner, tenant, other):

I am the owner

Brief description of the specific order, citation, decision, or determination being appealed (What are you appealing):

14 items listed. List on Attached notice

Statement of the relief sought (What are you requesting):

Reversal of all fines & penalties being issued

Reasons why such relief should be granted (Why should your request be granted):

Damage to [redacted] caused by tenants. Apartment was inspected and approved by Housing authorities on Sept 15, 2017. Everything was in working order and place was clean. (Approval letter is attached) During 30 days of tenants residence

Will you need an interpreter at the hearing? For what language?

NO

Estimate of the amount of time you will need to present your argument at a hearing:

one hour

I declare under penalty of perjury that the facts stated in this appeal are true of my own knowledge, except as to matters which are not within my knowledge and are not of public record, and as to those matters I believe the facts stated to be true.

Executed at

[redacted]
(City and State)

on

Oct 16, 2017
(Date)

Many Ester Correa
(Signature of Appellant)

City Manager's Office
Attn: Michael D. Flores
2600 Fresno Street
Fresno, CA 93721-3601
Phone: (559) 621-7766
Fax: (559) 621-7776

Liam M. Gonzalez
(Signature of Appellant)

APARTMENT INSPECTION REPORT

Move in Date Sept 18 2017
 RESIDENT Fresno, Calif 93702

3403

PROPERTY ADDRESS

INSTRUCTIONS: INSPECT EACH ITEM LISTED BELOW AND MARK (X) IN THE BOX WHICH DESCRIBES ITS CONDITION. IF YOU WISH TO MAKE ADDITIONAL COMMENTS ABOUT AN ITEM, MARK THE BOX "SEE BELOW" AND WRITE REMARKS IN THE COMMENTS SECTION AT THE BOTTOM.

ENTRY	NEW	GOOD	FAIR	POOR	SEE BELOW
Door		X			
Light Fixture					
Light Switch					

LIVING/DINING ROOM	NEW	GOOD	FAIR	POOR	SEE BELOW
Floor/Carpet		X			
Baseboard		X			
Walls			X		
Ceiling		X			
Window Glass		X			
Window Screens		X			
Curtain Rods		X			
Light Fixtures		X			
Electric Outlets		X			
Electric Switches		X			

KITCHEN	NEW	GOOD	FAIR	POOR	SEE BELOW
Floor		X			
Baseboard		X			
Walls		X			
Ceiling		X			
Window Glass		X			
Window Screens		X			
Curtain Rods		X			
Light Fixtures		X			
Electric Outlets		X			
Electric Switches		X			
Counter Tops		X			
Sink		X			
Disposal		X			
Cupboards		X			
Oven		X			
Broiler Pan		X			
Range		X			
Ventilating Fan		X			
Refrigerator		X			
Ice Trays		X			

FIRST BEDROOM	NEW	GOOD	FAIR	POOR	SEE BELOW
Door		X			
Floor/Carpet		NA			
Baseboard		X			
Walls		X			
Ceiling		X			
Window Glass		X			
Window Screens		X			
Curtain Rods		X			
Light Fixtures		X			
Electric Outlets		X			
Electric Switches		X			
Closet and Doors		X			

SECOND BEDROOM	NEW	GOOD	FAIR	POOR	SEE BELOW
Door		X			
Floor/Carpet		X			
Baseboards		X			
Walls		X			
Ceiling		X			
Window Glass		X			
Window Screens		X			
Curtain Rods		X			
Light Fixtures		X			
Electric Outlets		X			
Electric Switches		X			
Closets and Doors		X			

THIRD BEDROOM	NEW	GOOD	FAIR	POOR	SEE BELOW
Door		X			
Floor/Carpet		X			
Baseboards		X			
Walls		X			
Ceiling		X			
Window Glass		X			
Window Screens		X			
Curtain Rods		X			
Light Fixtures		X			
Electric Outlets		X			
Electric Switches		X			
Closets and Doors		X			

BATHROOM	NEW	GOOD	FAIR	POOR	SEE BELOW
Door		X			
Floor/Carpet		NA			
Walls		X			
Ceiling		X			
Window Glass		X			
Window Screens		X			
Tub		X			
Shower and Tile		X			
Shower Rod/Door		X			
Lavatory		X			
Faucets		X			
Counter Top		X			
Cabinets		X			
Mirror		X			
Toilet Bowl		X			
Flush Tank		X			
Light Fixtures		X			
Electric Outlets		X			
Electric Switches		X			
Towel Racks, Etc.		X			

MISCELLANEOUS	NEW	GOOD	FAIR	POOR	SEE BELOW
Water Heater		X			
Door Bell		X			
Mail Box		X			
Land Area		X			
Outside Light Fix.		X			
Parking Stall(s)		X			
Storage Locker		X			
Draperies		X			
Apartment Keys		X			
Elevator Keys		X			
Mail Box Keys		X			
T. V. Cable		X			
Linen Closet		X			
Appliance Books		X			

ITEMS NOT LISTED	NEW	GOOD	FAIR	POOR	SEE BELOW
Stove Oven					
NT Working					
Air Cond					
Cover taped					

COMMENTS (EXPLAIN ITEMS MARKED "SEE BELOW" IN THIS AREA)
NO DRINKING, CANNIES or drinking in the front yard. IS something is really don't call Andy with George Torres 2557286-3570

WE/I HAVE READ THE ABOVE INSPECTION REPORT, HAVE EXAMINED AND CHECKED ALL SAID ITEMS AND FIND IT EXISTING, TRUE, CORRECT AND IN CONDITION AS INDICATED.

FORWARDING ADDRESS:

☒ CHECK-IN

☐ CHECK-OUT

DATE Sept 18 2017
 AGENT Mary Esther Conz / George Torres
 RESIDENT Maria Laurigi

October 8, 2017

To: District Attorney

My name is Mary Esther Correa and I am submitting this letter with information regarding my case about my duplex located at [REDACTED] in Fresno, CA. I would like to give a list of events and information that I feel strengthen my case and prove that the fines given to me by code enforcement were excessive.

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I cannot afford to pay this fine on my limited income as a retired, disabled senior citizen. The last notice from the code enforcement was sent on September 27, 2017 and I have sent a \$20.00 dollar payment towards my fine for that is all I could afford to send

Jose & Spome moved in apt 3403 on June 26, & moved out July 18, 2017
Rosemary Perez & Joe moved in July 26, 2017 moved out Aug 30 They Trashed
My apt 3403+ on June 21, 2017 Thank You,
Called C/E All interactions were repaired! On Sept 15/17 Maria Juarez
& passed Code In. Mary Esther Correa passed Sec 2 inspection, also
C/E is on a witch hunt on me!! AS They fined me 13,500. why everything
has been repaired again & again, I live in apt 3407.
9 months in 2017.

M.E. Correa owner



HOUSE OF REPRESENTATIVES

STATE OF HAWAII
STATE CAPITOL
HONOLULU, HAWAII 96813

June 4, 2017

RE: Ms. Mary Esther Correa

To whom it may concern,

I have known Ms. Correa for 14 years. On both a personal and professional level. I can tell you that there is no one of higher quality and reputation living in our state than Ms. Correa.

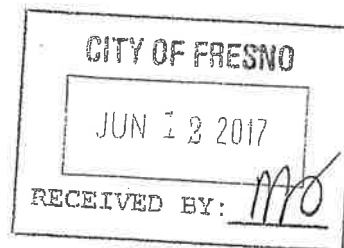
Personally, she helps out each week at the church; we collect and count the money together. She is instrumental in various church ministries to include being the driving force behind "Our Lady of Guadalupe" mass and celebration.

Professionally, as a realtor, I have worked with her and I have found her to be fair to a fault. She is known for having too soft a heart and giving renters a "break" which often comes back to bite her in the form of unpaid rent. I have helped her in some of these cases myself, she has a soft spot for helping others and a good heart. Unfortunately, in this day and age, many folks try to exploit Ms. Correa's kindness for their own financial gain.

In closing, I am proud to call her a personal friend. She has been to my home, I know her very well and know she is an upstanding and outstanding citizens always looking to help other people, particularly the less fortunate.

Sincerely,

Bob McDermott
State Representative



From: Mary Esther Correa

RECEIVED
2017 JUN 12 AM 11 06
CITY CLERK, FRESNO CA



Jose Mejia <josejackmejia@gmail.com>

Mary Esther Corea

Wed, Jun 7, 2017 at 9:53 AM

CITY CLERK FRESNO

2017 JUN 12 AM 11 06

RECEIVED

To whom it may concern;

As Mary Corea's real estate agent, I want to say that she has been complaint of every request the city has asked her to do for her duplex. She has spent thousands of dollars and in that process she has lost thousands of dollars in revenue and every month that she's not able to rent her units she's losing money. I understand that the city has cracked down on slum lords but to put her in that category is unjust. She is far from being a slum lord. Why don't you help her with all the bums that continually try to break into her property, why don't you help her by cleaning up the neighborhood of bums and drug dealers and drug users that continually infest her alleyway by loitering and littering. I haven't been able to sell her duplex for all the reason stated above and not by being tagged a slum lord..

Best Regards,


Jose "Jack" Mejia
Agent- BRE # 01914463
Landmark Properties
559-287-8155 Cell
josejackmejia@gmail.com
265 W Bullard #102
Fresno, Ca 93704

6-12-17

Both units

have passed
inspection!

Planning Dept is
coming for final
roof inspection
by mr. [unclear]

Work*Star™

Injury Recovery Center

91-2135 Fort Weaver Road, Suite 170, Ewa Beach, HI 96706

Phone: (808) 676-5331 • Fax: (808) 671-2931

March 14, 2017

Code Enforcement
Fresno, California

Dear Sir/Madam:

Re: Patient: Mary Esther Correa
Topic: Renter Misconduct

I am writing on behalf of Ms. Mary Esther Correa who is a patient of mine. Please be advised that she suffers from multiple medical disorders as well as automobile related trauma. Because of her medical need, she is unable to appear at an upcoming scheduled hearing. Please reschedule the hearing for a later date. We will do whatever is necessary to prepare her medically for the journey back to California.

Thank you for your attention to the above. Please let me know if you require additional information.

Sincerely,



D. Scott McCaffrey, M.D.
Occupational and Rehabilitative Medicine

DSM:nsot

D. Scott McCaffrey M.D.
Medical Director and C.E.O.

Clinical Service Center
91-2135 Ft. Weaver Road, #170
Ewa Beach, Hawaii 96706

Telephone: (808) 676-5331
FAX: (808) 671-2931
www.workstar.com
E-Mail: doc@workstar.com



Mary Esther Correa

RECEIVED

16-0004973

RE: [REDACTED]

2017 MAY 8 PM 1 10

VIOLATION Notice

CITY CLERK, FRESNO CA

February 17th, both Units [REDACTED] Fresno, CA were vacant.
March 20th 2017, I arrived in Fresno.

April 20th 2017, First Unit – [REDACTED] First infraction was completed . Inspection was done by Inspector, John Outfleet . J. Outfleet passed inspection on Unit1 on this date.
Previous inspection was done by S.Gomez who was then replaced by Outfleet who was not permitted on property by George, property manager Since both units were vacant, and he had no key
Fine: \$9000.00 for Unit one

Second Violation – [REDACTED] Fresno, CA 93702. Mary Esther Correa – proprietor Is presently living in this Unit since her arrival on March 20 2017.
I informed J Outfleet that I had not received any notice for inspections or infractions on Unit 3407. I did receive a notice dated April 19th 2017.

I wrote a letter of Appeal on April 27th 2017. I was involved in an auto accident on January 05, 2017. I have been under the care of Scott McCaffrey, MD. He advised me not to travel over 2000 miles at that time. He has since cleared me for travel.

On a personal note, I was born here in Fresno. Attended Fresno schools. At present I am a retired High School teacher, Disabled senior Citizen on a fixed income of Social Security & retirement. Thank you for your consideration to this appeal. I am respectfully requesting that all fines be dismissed
Fine: \$4800 for Unit two

P.S.

[REDACTED]

cc: MD letter,, all Fresno Council members, Governor Jerry Brown, Assemblyman, Joaquin Arambula, Senator D. Feinstein,

Appeal of:

SUGGESTED APPEAL FORM

1 3403

5

MARY ESTHER Correa
(Name)

16-0004973
(Citation Number)

808.

689-4

Please include a copy of the specific order, citation, decision, or determination being appealed.

Please note that additional administrative fees for Code Enforcement staff time (re-inspection and/or research) may be incurred. Please refer to your original notices for more information.

Statement of the appellant's legal existing interest in the property, right or entitlement of the subject order, citation, decision, or determination being appealed (Are you the property owner, business owner, tenant, other):

Owner

Fresno, Calif.

this is my home

I was living in my 2nd home - Squatters tenants and Renters stay in my home trashing my home. I had to rent units - Law doesn't want to leave empty // 2-6 months every year

Brief description of the specific order, citation, decision, or determination being appealed (What are you appealing):

The tenant in [redacted] was in apt 2 1/2 months. She didn't

pay rent, She & her husband would come fight w/ Brittany (tenant) & they trashed my home w/in 2 1/2 months - I had the entire unit repaired

Statement of the relief sought (What are you requesting): She trashed & then called Code enforcers. She got evicted. I can't believe I got 13 infractions.

Local property owner & handy men who fix things, cleaning good & they continued to chalk 13 infractions w/in 2 1/2 months. It fixed & they want to trade

Reasons why such relief should be granted (Why should your request be granted):

1) I'm a Disabled retired School teacher & a Senior Citizen planning to return to Fresno

2) I was a Military wife born & raised in Fresno, Cal. My

family & friends live in Fresno - I stay in my home 2-6 months

yearly. I'm coming to Fresno last week in March - 1st week in

I can't come sooner to appeal for appeal this \$2000 fine which I can't afford as I live on a fixed income

Will you need an interpreter at the hearing? For what language? NO

The last 5 years I've been paying CLE fines - because tenants don't pay rent & squatters took my place & call CLE

Estimate of the amount of time you will need to present your argument at a hearing:

Because I have Chronic Asthma - (Smog) I will try to be there to appeal this unjust fine of \$2000 & could

I declare under penalty of perjury that the facts stated in this appeal are true of my own knowledge, except as to matters which are not within my knowledge and are not of public record, and as to those matters I believe the facts stated to be true

Executed at

(City and State)

on Jan 25, 2017
(Date)

(Signature of Appellant)

C.C. Files

CC - Files

Owner & my 2nd Home

City Manager's Office
2600 Fresno Street, Rm. 2064
Fresno, CA 93721-3601
Phone: (559) 621-7764
Fax: (559) 621-7776

17-00001512.1

Appeal of:

Mary Ester Correa

RECEIVED

(Citation Number)

(Address of Violation)

(Telephone Number) (Email address)

17 APR 27 PM 2

City, State, Zip Code)

CITY CLERK, FRESNO CA

Please include a copy of the specific order, citation, decision, or determination being appealed.
 Please note that additional administrative fees for Code Enforcement staff time (re-inspection and/or research) may be incurred. Please refer to your original notices for more information.

Statement of the appellant's legal existing interest in the property, right or entitlement of the subject order, citation, decision, or determination being appealed (Are you the property owner, business owner, tenant, other):
 I am the owner of the properties,

Brief description of the specific order, citation, decision, or determination being appealed (What are you appealing):

On above citation # 17 - re address [redacted] Inspector 2/25/17
 notice of violation 3/1/17, envelope postmarked 4/19/17 and fine for \$4800.00 to be paid by May 19, 2017. Payment within 30 days and

Statement of the relief sought (What are you requesting): appealed. No notice of appeal sat since pictures and inspection show corrections have been made, I request the the fine/penalty for \$4,800 be voided & over

Reasons why such relief should be granted (Why should your request be granted):

I am a retired senior citizen on fixed income and and I have no way of making payment. Specially since I had to evict two renters for non-payment and trashing the place and pay for materials and labor for all the corrections. Police officers who assisted on the evictions could be called to give state of the renters housing unit, and their attitude.

Will you need an interpreter at the hearing? For what language?

1/2 hour, unless the presentation by the inspector requires additional time. 9000.

Estimate of the amount of time you will need to present your argument at a hearing:

1/2 hour

I declare under penalty of perjury that the facts stated in this appeal are true of my own knowledge, except as to matters which are not within my knowledge and are not of public record, and as to those matters I believe the facts stated to be true.

Executed at

on

(Date)

4-27-2017

(Signature of Appellant)

City Manager's Office
 2600 Fresno Street, Rm. 2064
 Fresno, CA 93721-3601
 Phone: (559) 621-7764
 Fax: (559) 621-7776

Brittany Pina
Cal. 93709

INSTRUCTIONS: INSPECT EACH ITEM LISTED BELOW AND MAKE (X) IN THE BOX WHICH DESCRIBES ITS CONDITION. IF YOU WISH TO MAKE ADDITIONAL COMMENTS ABOUT AN ITEM, MAKE THE BOX "SEE BELOW" AND WRITE REMARKS IN THE COMMENTS SECTION AT THE BOTTOM.

ENTRY	NEW	GOOD	FAIR	POOR	SEE RECORD
Door		X			
Light Fixture		X			
Light Switch		X			

LIVING/DINING ROOM		NEW SECOND FLOOR	POOR	768	3600
Floor/Carpet	tile	X			
Baseboard		X			
Walls		X			
Ceiling		X			
Window Glass		X			
Window Screens	new	X			
Curtain Rods		X			
Light Fixtures		X			
Electric Cords			X		
Electric Switches		X			

KITCHEN	NEW	GOOD	FAIR	POOR	REPAIR
Floor	tile	X			
Countertop			X		
Walls			X		
Ceiling			X		
Window Glass			X		
Window Screens	new	X			
Curtain Rods			X		
Light Fixtures			X		
Electric Outlets			X		
Electric Switches			X		
Cabinet Tops				X	
Sink				X	
Disposal	N/A				
Stove	N/A				
Boiler Fan	N/A				
Range				X	
Exhausting Fan				X	
Refrigerator	OWN				
Dish Trays	OWN				

FIRST BEDROOM				NEW	GOOD	FAIR	POOR	REMARKS
Door(s)				X				
Floor/Carp.	<i>plc</i>							
Bathboard								
Walls								
Ceiling								
Window Glass	<i>New</i>							
Window Screens	<i>New</i>							
Curtain Rods								
Light Fixtures								
Electric Outlets								
Electric Switches								
Closets and Doors								

SECOND BEDROOM		NEW	GOOD	FAIR	POOR	TEX RELOC.
Door			X			
Floor/Carpet	NEW	X				
Baseboards			X	X		
Walls			X	X		
Ceiling			X	X		
Window Glass			X	X		
Window Screens		X				
Curtain Rods			X			
Light Fixtures			X	X	X	
Electric Outlets				X		
Electric Switches			X			
Closets and Doors					X	

THIRD BEDROOM	NEW	GOOD	FAIR	POOR	EXC
Doors					
Floor/Carpet					
Baseboards					
Walls					
Ceiling					
Window Glass					
Window Screens					
Curtain Rods					
Light Fixtures					
Electric Outlets					
Electric Switches					
Closets and Doors					

BATHROOM	NEW	Good	Fair	Poor
Door		X		
Floor/Carpet <i>Ceramic</i>		X		
Walls		X		
Ceiling		X		
Window Glass		X		
Window Screens <i>Yes</i>	X			
Tub			X	
Shower and Tile	X			
Shower Rod/Door <i>N/A</i>				
Lavatory			X	
Faucets		X		
Counter Top			X	
Cabinets			X	
Mirror		X		
Toilet Bowl		X		
Flush Tank		X		
Light Fixtures <i>NEW</i>	X			
Electric Outlets				X
Electric Switches			X	
Towel Racks, Etc.		X		

MISCELLANEOUS	NEW	GOOD	FAIR	POOR
Water Heater		X		
Door Bell	N/A			
Mail Box		X		
Landsc Area	N/A			
Outside Light Fix.	New	X		
Parking Stall(s)	ONE			
Storage Locker	N/A			
Drapenies	N/A			
Apartment Keys	NOV 10			
Elevator Keys	N/A			
Mail Box Keys	N/A			
T. V. Cable	YES			
Linen Closet		X		
Appliance Hooks	N/A			

ITEMS NOT LISTED	NEW	GOOD	FAIR	POOR	SEE BELOW
Water heater		X			
Wall heater		X			
Stove			X		
Curtains			X		
Water/Oilys hookup					

COMMENTS (EXPLAIN ITEMS MARKED "SEE BELOW" IN THIS AREA)

WE/I HAVE READ THE ABOVE INSPECTION REPORT, HAVE EXAMINED AND CHECKED ALL SAID ITEMS AND FIND IT EXISTING, TRUE, CORRECT AND IN CONDITION AS INDICATED.

CHECK-IN

DATE _____

AGENT**RESIDENT**

8	10	16
---	----	----

May Esther

Coha

Beltway

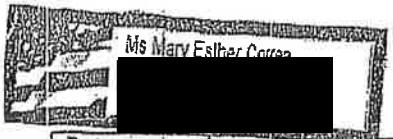
FORWARDING ADDRESS:

Emctod

Mary Estle Cornea

June 2-17

30 application fee we need credit report



RENTAL APPLICATION

Date:	2017	Name of Owner/Agent:	Mary Esther Correa	Company:	OWNER	Phone:	[Redacted]	Fax:	[Redacted]						
Address of Rental Unit (optional):		Unit #:	3403	Pets or Smoking allowed?	NO	Non-Refundable Processing Fee			\$50 per Applicant.						
NOTICE TO APPLICANT(S) In order to qualify tenants, this firm is a subscribing member of TBL RentCheck. It is required to furnish all information requested. This application may be submitted to TBL RentCheck for verification. All information shall remain confidential in compliance with the Federal Fair Credit Reporting Act. All applicants must sign this rental application and provide a valid identification upon request. (If additional information is necessary, please attach another sheet) (Please use BLACK or dark BLUE ink)															
APPLICANTS	Last Name:		Jauriqui	First:	Maria	Middle:	Elena	Social Security #:	[Redacted]						
	Phone:		[Redacted]	Cell Phone:	[Redacted]	E-mail Address:		N/A	Driver's License:	[Redacted]					
	Spouse's Last (and maiden) Name:		Herrera	First:	Robert	Middle:	[Redacted]	Social Security #:	[Redacted]	Birthdate (optional):	6-19-71				
	Phone:		773-3053	Cell Phone:	[Redacted]	E-mail Address:		[Redacted]	Driver's License:	[Redacted]	State:	CA			
HOUSING DATA	Other Occupant:		[Redacted]	Other Occupant:		[Redacted]	Other Occupant:		[Redacted]	Other Occupant:		[Redacted]			
	*Present Address:		[Redacted]	City:	Fresno	State:	CA	Zip:	93727	From:	2015	To:	2017	Reason:	
	Landlord:		The Landlord	Phone:	[Redacted]	Reason for moving:		no longer excepting Section 8							
	*Previous Address:		1019 N. Peach Ave	City:	Fresno	State:	CA	Zip:	93727	From:	2012	To:	2015	Reason:	
EMPLOYMENT DATA	Landlord:		The Landlord	Phone:	[Redacted]	Reason for moving:		they don't want Section 8							
	Have you ever been evicted?		NO	When?		NO	Did you ever file Bankruptcy?		NO						
	Employer:		A.F.D.C.	Address:		P.O. Box 1912	Supervisor:		Service Center	Phone No:		(555) 832-8082			
	Position Held:			From:	To:	Salary:	Housing Allowance:		Section 8	Rotation Date:					
BANK DATA	Spouse's Employer:		A.F.D.C.	Address:		P.O. Box 1912	Supervisor:		Service Center	Phone No:		(555) 832-8082			
	Position Held:			From:	To:	Salary:	Other Income:		Source:						
	Section 8:		Yes	DSSH Assistance:			Case-worker's Name:		Kelly Cort	Unit:		6			
	Bank Name (Checking):		NONE	Branch:		NONE	Phone:		(555) 413-3400						
LOAN DATA	Bank Name (Savings):		NONE	Branch:		NONE	Phone:		(555) 413-3400						
	Credit Firm Name:		NONE	Loan (auto, personal, mortgage, etc):			Amount:			Mo. Payment:					
	Credit Firm Name:		NONE	Loan (auto, personal, mortgage, etc):			Amount:			Mo. Payment:					
	Name of Nearest Living Relative:		Robert Jr. Herrera	Relationship:		Son	Phone:		6541290-8345						
PERSONAL REFERENCE	Personal Reference:		Roxanne Herrera	Phone:		(557) 281-270	Personal Reference:		Frasco Jauriqui	Phone:		(557) 275-9384			
	In Case of Emergency, Notify:		Kamzee Herrera	Relationship:		Son	Phone:		(557) 296-8345						

I/we have read and filled out the above form and hereby authorize TBL RENTCHECK and other consumer reporting agencies to provide you with consumer reports relating to me/us. I/we hereby give my/our permission for you to verify the above information. Should you have to call the other islands or the mainland for such verification, I/we understand that I/we will be charged the cost of the call. I/we understand that I/we will not hold TBL RENTCHECK liable for any decision made by you and your company based on the information obtained during the processing of this application.

I/we understand that as a tenant, if I/we should cause a financial loss to my/our landlord at any time during the term of my/our lease agreement, my/our name(s) may be placed in the negative files of TBL RENTCHECK and such information will be furnished to any subscriber who has a bona fide and legal need to conduct such an inquiry. I/we also understand that causing a financial loss may limit my/our ability to obtain credit in the future.

34
6-2-1

APPLICANT SIGNATURE

3403

PROPERTY ADDRESS

RESIDENT Fresno, Calif 93702

INSTRUCTIONS: INSPECT EACH ITEM LISTED BELOW AND MARK (X) IN THE BOX WHICH DESCRIBES ITS CONDITION. IF YOU WISH TO MAKE ADDITIONAL COMMENTS ABOUT AN ITEM, MARK THE BOX "SEE BELOW" AND WRITE REMARKS IN THE COMMENTS SECTION AT THE BOTTOM.

ENTRY	NEW	GOOD	FAIR	POOR	SEE BELOW
Door		X			
Light Fixture					
Light Switch					

LIVING/DINING ROOM	NEW	GOOD	FAIR	POOR	SEE BELOW
Floor/Carpet		X			
Baseboard		X			
Walls				X	
Ceiling		X			
Window Glass		X			
Window Screens		X			
Curtain Rods		X			
Light Fixtures		X			
Electric Outlets		X			
Electric Switches		X			

KITCHEN	NEW	GOOD	FAIR	POOR	SEE BELOW
Floor		X			
Baseboard		X			
Walls		X			
Ceiling		X			
Window Glass		X			
Window Screens		X			
Curtain Rods		X			
Light Fixtures		X			
Electric Outlets		X			
Electric Switches		X			
Counter Tops		X			
Sink		X			
Disposal		X			
Cupboards		X			
Oven		X			
Broiler Pan		X			
Range		X			
Ventilating Fan		X			
Refrigerator		X			
Ice Trays		X			

FIRST BEDROOM	NEW	GOOD	FAIR	POOR	SEE BELOW
Door		X			
Floor/Carpet		NA			
Baseboard		X			
Walls		X			
Ceiling		X			
Window Glass		X			
Window Screens		X			
Curtain Rods			X		
Light Fixtures		X			
Electric Outlets		X			
Electric Switches		X			
Closet and Doors		X			

SECOND BEDROOM	NEW	GOOD	FAIR	POOR	SEE BELOW
Door		X			
Floor/Carpet		X			
Baseboards		X			
Walls		X			
Ceiling		X			
Window Glass		X			
Window Screens		X			
Curtain Rods		X			
Light Fixtures		X			
Electric Outlets		X			
Electric Switches		X			
Closets and Doors		X			

THIRD BEDROOM	NEW	GOOD	FAIR	POOR	SEE BELOW
Door					
Floor/Carpet					
Baseboards					
Walls					
Ceiling					
Window Glass					
Window Screens					
Curtain Rods					
Light Fixtures					
Electric Outlets					
Electric Switches					
Closets and Doors					

BATHROOM	NEW	GOOD	FAIR	POOR	SEE BELOW
Door		X			
Floor/Carpet		NA			
Walls		X			
Ceiling		X			
Window Glass		X			
Window Screens		X			
Tub		X			
Shower and Tile		X			
Shower Rod/Door		X			
Lavatory		X			
Faucets		X			
Counter Top		X			
Cabinets		X			
Mirror		X			
Toilet Bowl		X			
Flush Tank		X			
Light Fixtures		X			
Electric Outlets		X			
Electric Switches		X			
Towel Racks, Etc.		X			

MISCELLANEOUS	NEW	GOOD	FAIR	POOR	SEE BELOW
Water Heater		X			
Door Bell		X			
Mail Box		X			
Landscaping		X			
Outside Light Fix.		X			
Parking Stall(s)		X			
Storage Locker		X			
Drapenies		X			
Apartment Keys		X			
Elevator Keys		X			
Mail Box Keys		X			
T. V. Cable		X			
Linen Closet		X			
Appliance Books		X			

ITEMS NOT LISTED	NEW	GOOD	FAIR	POOR	SEE BELOW
Stove Oven					
NT Working					
Air Cond					
Cover toped					

COMMENTS (EXPLAIN ITEMS MARKED "SEE BELOW" IN THIS AREA)
NO DRINKING, CANNIES or drinking in the front yard is something i rarely dont call handy man George Torres 557286-3570

WE/I HAVE READ THE ABOVE INSPECTION REPORT, HAVE EXAMINED AND CHECKED ALL SAID ITEMS AND FIND IT EXISTING, TRUE, CORRECT AND IN CONDITION AS INDICATED.

FORWARDING ADDRESS:

☒ CHECK-IN

☐ CHECK-OUT

DATE Sept 18 2017
 AGENT Maria Esthela Torres
 RESIDENT Maria Laurvig

FRESNO HOUSING AUTHORITY

1331 Fulton Mall, Fresno, California 93721 (559) 443-8400 TTY (800) 735-2929

Your Inspection Has

Passed & we need the
lease TODAY!

Date: 9-18-17

Send ALL leases, riders & HAP Contracts to:

Email: hcvleasing@fresnohousing.org

FAX: (559) 457-4283

Subject Line:

Address & Head of Household's name

Ex: 1331 Fulton Mall, Sarah Jones

The HA MUST have a copy of the signed lease agreement with the following information:

- The new terms of the lease;
- The new amount of the monthly rent to owner; and
- What utilities and appliances are supplied by the owner and by the tenant(s).



Most leases do not have this information and will require the owner to either create a standard addendum to provide this information or use the Lease Rider provided by the Housing Authority.

Housing Assistance Payment Contract

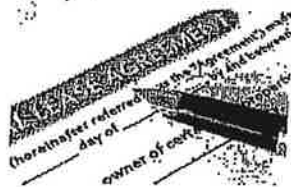
When the lease/lease rider are received, the leasing team will input all data to generate the HAP Contract. This is the agreement between the owner and housing authority. It is NOT the lease.

The HAP Contract will be sent to the owner for signature and must be returned via email or fax by the next business day from the date the owner is emailed.

The first payment will be generated once the signed HAP Contract is received. Payment will be issued in the next check run. 6-8 weeks

If a signed HAP Contract is not received within 60 days of the passed inspection, the HAP Contract will be void and the housing authority cannot pay any housing assistance payments to the owner.

EFFECTIVE DATE: The contract will start when the unit has passed an inspection and the participant takes possession of the unit.



IMPORTANT! Either the owner or resident can send the lease to the housing authority. However, the HAP Contract is between the housing authority & owner & must be signed & returned by the owner.



Inspections

Initial Inspection Flyer (cr. 11.30.2016 ai) (cr. 11.28.2016 ai)

443 8400 ext 4975
445 8980 ext 56
1331 Fulton Mall, Fresno, CA

Katherine Reyes
HPC II - Owner Services
ownerservices@fresnohousing.org
O (559) 443-8400 ext 4975
F (559) 445-8980
1331 Fulton Mall
Fresno, CA 93721-1630
TTY (800) 735-2929
www.fresnohousing.org

OWNER AUTHORIZATION

OWNER INFORMATION		EFT PAYEE						
Name: <u>Mary Esther Correa</u>	Name: <u>Same</u>							
Address: [REDACTED]	Address:							
City: <u>Fresno</u> State: <u>CA</u> Zip: <u>93706</u>	City: State: Zip:							
Phone Number: [REDACTED]	Phone Number:							
SSN or Tax ID Matching Name above: [REDACTED]	SSN or Tax ID Matching Name above:							
The Internal Revenue Service requires that the taxpayer identification number (TIN) on your account with us match their records. When your TIN does not match our records, the law requires us to withhold 31 percent of the interest, dividends, and certain other payments that we make to your account. This is called backup withholding.								
I, <u>Mary Esther Correa</u>, owner, give authorization to the party(ies) listed below to act on my behalf only in the capacity(ies) checked off below. Authorization is for the following: Address: [REDACTED] Apt <u>03</u> City: <u>Fresno, Cal</u> Zip: <u>93707</u>								
Check each box that applies for each party.		<table border="1"> <thead> <tr> <th>Negotiate Rent</th> <th>Sign Lease & Contract</th> </tr> </thead> <tbody> <tr> <td>☐</td> <td>☐</td> </tr> <tr> <td>☐</td> <td>☐</td> </tr> </tbody> </table>	Negotiate Rent	Sign Lease & Contract	☐	☐	☐	☐
Negotiate Rent	Sign Lease & Contract							
☐	☐							
☐	☐							
Name: <u>George Forrix</u> Title: <u>Property Manager</u> Signature: <u>Mary Esther Correa</u>								
Name: Title: Signature:								
FORM W-9 SUBSTITUTE Please do not issue me a form 1099 for tax reporting purposes to the IRS. I am not to receive one under federal regulations because I am doing business under a California Real Estate Broker's License: License Number: _____ held in the name of _____ or/We are a government agency ☐ Yes ☐ No (Check One) Agent's name: _____ Phone: _____ Address: _____ Agent's Signature: _____ Date: _____								
EFT Direct Payment - Authorization Agreement - Please Check The Appropriate Box: ☐ New Application/Begin EFT Payments ☐ Change information for EFT Existing Payments ☐ Use current EFT information on file The Housing Authority uses the numbers on the bottom of your check to make the electronic funds transfer of your Housing Authority Payment directly to your account. Please attach a voided check or copy to this form. Type of account: ☐ Checking ☐ Savings I authorize the Fresno Housing Authority to initiate credits to the financial institution listed on the attached check or copy of check or electronic funds transmission.								
*** OWNER SIGNATURE *** Under penalty of perjury, I declare that I hold legal interest/ownership to the property listed above. Owner's Name: <u>Mary Esther Correa</u> Signature: [REDACTED] Date: <u>Sept 19, 2017</u>								
For Office Use Only:	Vendor No:	Assigned By:						
Vendor Number: _____		Effective Date: _____						
Account Number. Insert a hyphen for each dash cue symbol		(To be entered by Accounting)						

Katherine

TTY (800) 735-2929



www.fresnohousing.org

Owner Services

Owner Authorization.doc (10/29/12 sx)

CHANGE OF ADDRESS FORM

OFFICE USE ONLY	
Date Received:	
Date Completed:	
Completed By:	

OWNER/AGENT INFORMATION

Name on record:	MARY Esther Correa
Owner/Agent SSN or Tax ID (Matching Name Above):	[REDACTED]
I am the (please check one):	☒ Owner ☐ Agent

PREVIOUS ADDRESS INFORMATION

Owner Main address

Previous Address:	[REDACTED]
City:	Ewa Beach
State:	Hawaii
Zip:	96706

NEW ADDRESS INFORMATION

New Address:	N/A		
City:		State:	
Phone:		Zip:	
E-mail address:			

SIGNATURE AND TIN REQUIRED

Owner/Agent Signature:	[REDACTED]	Date:	Sept 19 - 2011
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MARIA JAURIQUE
HANDLED IN OFFICE

MARY CORREA

Proposed Contract Rent – Pending Final Approval After Inspection

DATE: 8/22/2017

We have accepted the Request for Tenancy Approval for the following unit:

Address: [REDACTED]

The amounts specified below are **NOT GUARANTEED** and are *subject to change based on the outcome of the inspection*. A rent reasonableness valuation form was generated today using the proposed rent the owner is requesting for the unit. The inspector will verify the amenities and unit information supplied by the owner and notate any corrections, if any. If corrections are noted, the rent reasonableness tool will be modified to reflect the corrections and the owner will be notified if the proposed rent needs to be renegotiated.

Owner's Proposed Contract Rent: \$ 730

Estimated Housing Authority Portion: \$ 633

Estimated Resident Portion: \$ 97

Family Payment to Owner: The owner may not charge or accept, from the family or from any other source, any payments for rent of the unit in addition to the resident portion determined by the housing authority.

RFTA Accepted by: C. HUERTA

Email: hcvleasing@fresnohousing.org

All communications with the housing authority for this lease must be made accordingly:

Send ALL leases, riders & HAP Contracts to:

Email: hcvleasing@fresnohousing.org

Fax: (559) 457-4283

Subject Line:

Address & Head of household's name

Ex: 1331 Fulton Mall, Sarah Jones

* Maria Jaurique
Companion to Mr. Hospital
Stated Robert son 26
years old will be allowed
to stay in unit to help out
mom. when Robert senior is out
of hospital
Robert Jaurique
is to move in
out of
unit &
M-E C

Next Steps:

You will receive a phone call or letter to schedule the inspection for the unit listed above. Inspections are scheduled within 7-10 days from the date the RFTA is received *unless* the unit is not ready. You may contact the scheduler at (559) 443-8400 Ext 5784 or email: hcvinspections@fresnohousing.org

The inspector will review the rent reasonableness form to check the amenities and report any changes to the office. The inspector will **NOT** negotiate rent. Rent negotiation is performed in the office. If a rent cannot be negotiated, the tenant will be contacted.

PAYMENT: To expedite your Housing Assistance Payment **AFTER** the unit passes inspection, the Housing Authority **MUST** have a copy of the lease agreement signed by the owner and the tenant. The lease agreement **must specify the following:**

- The new terms of the lease;
- The new amount of the monthly rent to owner; and
- What utilities and appliances are supplied by the owner and by the tenant(s).

Most leases do not include this information and will require the owner to either create a standard addendum to provide this information or use the Lease Rider provided by the Housing Authority.

When the *lease and lease rider* are received (if required), the leasing team will input all data and generate the Housing Assistance Payment Contract. This is the agreement between the owner and housing authority. It is **NOT** the lease.

The **HAP Contract** that the housing authority sends the owner must be signed by the owner and returned via email or fax the next business day from the date of the email to the owner.

The first payment will be generated once the signed HAP Contract is received by the leasing team. The check will generate on the next check run.

If a signed HAP contract is not received within 60 days of the passed inspection, the HAP contract is void and the housing authority cannot pay any housing assistance payment to the owner.

EFFECTIVE DATE: The contract will start when the unit has passed an inspection and the participant takes possession of the unit.



IMPORTANT! Either the owner or resident can send the lease to the housing authority. However, the **HAP Contract** is between the housing authority & owner & must be signed & returned by the owner.

