

2605 S. Oneida Street, STE 106, Green Bay WI 54304

Join us for our biannual Landlord Meeting!

Wednesday, April 5, 2023 from noon to 1:00pm

This meeting will be an open forum/town hall style listening session. We are looking for landlords to attend who can provide insight into both positive and negative aspects of the HCV program.

Please RSVP to Nicole Ley at 920-496-1944 or

nicolele@ics-gb.org by April 4th

LANDLORD INCENTIVE PROGRAM for Brown County HCV Landlords

\$1,000 signing bonus for new or returning landlords entering a Housing Assistance Payment Contract with a 9 month or greater lease for a new tenant.

\$500 bonus for currently participating landlords entering a Housing Assistance Payment Contract with a 9 month or greater lease for a new tenant.

\$500 bonus for each subsequent Housing Assistance Payment Contract with a new tenant.

Funds are currently available. Updates will be posted on our website (www.ics-gb.org) as funding begins to run low.

Answers to Frequently asked Questions can be found on the ICS website's

Don't forget to use your HAP check!

Payment status can be checked by using HAPcheck.com



Login information: your username is your Tax ID or Social Security number and your password is your ICS account number.

Please contact ICS if you need your Login information!

Payments are issued on the first business day of the month, and the business day closest to the 15th of the month. Depending on your financial institution, payments made via direct deposit may take 1-2 days to post to your HAPcheck account. If you do not see your deposits by the 3rd business day of the month, please contact us.

Our waiting list is open!

Completed applications can be submitted by mail, office drop-off, email to info@ics-gb.org, or by fax to 920-498-3738.

Applicants do receive preference if they are a Brown County Resident, are elderly, disabled or homeless individuals, or have children in the household.

Applications are available on-line at <http://www.ics-gb.org>

In our front lobby, and at various community human service organizations.



Do you have units to list??

Contact us!

If you are interested in having your contact information listed within our Places to Rent Guide, please contact Sarah Hernandez at 920-496-1949 or

sarahhe@ics-gb.org.

Our Inspection Department has a few Springtime Inspection tips to help you pass your inspection.

- ❑ Once the snow has finally melted, it is a good idea to remove any buried treasures in the yard, such as: old leaves, dead vegetation, debris and garbage.
- ❑ During cleanup, it is a good opportunity to do a once over of the exterior. Things you may want to look for could include: missing/damaged screens, siding that needs attention, pest infestation or ways rodents would enter the unit and loose handrails.
- ❑ Now is also, a good time to check for any signs of unwanted water that might have found its way into your basement. If you do find that this is an issue, please take the necessary steps to correct the problem. Water in a basement, does not resolve on its own. Any items that have water damage, need to be removed. (carboard boxes, old furniture, or drywall, etc.)
- ❑ While in the basement, it may be a good idea to also make sure no combustible items have been stored within 3 feet of any fuel burning devices, check to see if your sump pump cover is still on, make sure the dryer is vented to the exterior as intended, check the stairs/handrails and check for any other potential concerns that may have occurred since the last time you were down there.
- ❑ Make sure you change the batteries in all your smoke detectors and carbon monoxide detectors (if applicable) - don't forget the ones in your basement. ALL smoke detectors have an expiration date. Most manufactures are selling 10-year smoke detectors with a sealed/permanent battery, which means once you properly mount the unit, it will never need the battery replaced. Just because batteries have been changed and the smoke detector beeps, doesn't mean that it will work when you need it most.

Don't forget! The Inspection team is always available for any questions that you may have.

Reminder for Rent Increases!

ICS does require that all rent increases be submitted, 60 days prior to the first of the month that the change will take place. Additionally all Rent Increases must pass a Rent Reasonable comparison, through our Inspection Department

Requests for Increase can be emailed to: aprilcl@ics-gb.org for processing.

We welcome your Feedback! Please send an email to [Megan Walker](mailto:Megan.Walker@ics-gb.org)

ICS hours

Monday—Thursday

7:30 am—5:00 pm

Friday

7:30 am—11:30am



Transfers

If you have a transfer of Management or Ownership please contact [Sarah H.](mailto:Sarah.H@ics-gb.org) to begin this process!

Feeding our Families

Do you know a family in need?

The ICS Feeding Our Families Food Pantry is now open! We stock non-perishable food and basic hygiene items. Anyone who needs basic food items can visit our Ashwaubenon office and request a bag of food and/or hygiene items, free of charge. The pantry is open Monday-Thursday from 9:00 am-3:30 pm and Friday from 9:00 am-11:00 am

Interested in donating? Please contact

[Lori DeGrave.](mailto:Lori.DeGrave@ics-gb.org)