



## Quick-tip Resource Guide for Landlords

## Blair County Municipalities

Name	Phone	Address	Email
City of Altoona	949-2410	1301 12th Street Altoona, PA 16601	manager@altoonapa.gov
Borough of Bellwood	742-8591	516 Main Street Bellwood, PA 16617	bellwoodoffice@aol.com
Borough of Duncansville	695-9548	PO Box 308, 1146 Third Avenue Duncansville, PA 16635	char@duncansvillepa.org
Borough of Hollidaysburg	695-7543	401 Blair Street Hollidaysburg, PA 16648	secretary@hollidaysburgpa.org
Borough of Martinsburg	793-3213	110 S. Walnut Street Martinsburg, PA 16662	info@martinsburg.org
Borough of Newry	695-0168	PO Box 245, 713 Shamrock Lane Newry, PA 16665	n/a
Borough of Roaring Spring	224-4814	616 Spang Street Roaring Spring, PA 16673	rsboro@atlanticbbn.net
Borough of Tyrone	684-1330	1100 Logan Avenue Tyrone, PA 16686	kgurekovich@tyroneboropa.com
Borough of Williamsburg	832-2051	305 E. Second Street Williamsburg, PA 16693	boro16693@gmail.com
Taylor Township	224-2738	7217 Woodbury Pike Roaring Spring, PA 16673	taylortownshipa@gmail.com
Township of Allegheny	695-9563	3131 Colonial Drive Duncansville, PA 16635	allegtwp@atlanticbbn.net
Township of Antis	742-7361	909 N. Second Street Bellwood, PA 16617	antismanager@atlanticbbn.net
Township of Blair	696-4363	375 Cedarcrest Drive Duncansville, PA 16635	blairtwp@aol.com
Township of Catharine	832-3851	1229 Recreation Drive Williamsburg, PA 16693	catharinetownship@yahoo.com
Township of Frankstown	695-7151	2122 Frankstown Road Hollidaysburg, PA 16648	frankstowntwp@atlanticbbn.net
Township of Freedom	695-8051	131 Municipal Street East Freedom, PA 16637	freedomtwp@yahoo.com
Township of Greenfield	239-5313	477 Ski Gap Road, PO Box 313 Claysburg, PA 16625	greenfieldtownship@gmail.com
Township of Huston	793-3182	1538 Sportsman Road Martinsburg, PA 16662	wdsmtbg61@embarqmail.com
Township of Juniata	695-5335	901 Poplar Run Road Duncansville, PA 16635	ronald_neff@msn.com
Township of Logan	944-5349	100 Chief Logan Circle Altoona, PA 16602	logantownship@atlanticbbn.net
Township of North Woodbury	793-4357	113 Cranberry Road Martinsburg, PA 16662	nwtownship@atlanticbbn.net
Township of Snyder	684-1048	108 Baughman Hollow Road Tyrone, PA 16686	snydertwp@comcast.net
Township of Tyrone	684-4869	237 Burket Road Tyrone, PA 16686	n/a
Township of Woodbury	832-2296	6385 Clover Creek Road Williamsburg, PA 16693	woodburyblair@comcast.net

## NOTICE OF FAIR HOUSING



This notice will serve to advise that the following actions, if based on race, color, sex, national origin, religion, familial status (families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law) and the Pennsylvania Human Relations Act adds the additional protected classes of age and ancestry are considered discriminatory.

- Refusing to sell or rent to, deal or negotiate with any person
- Discriminating on terms or conditions for buying or renting housing
- Discriminating by advertising that housing is available only to persons of certain race, color, religion, sex, national origin, familial status, handicap (disability), age or ancestry
- Denying that housing is available for inspection, sale or rent when it really is available
- Blockbusting for profit, persuading owners to sell or rent housing by telling them that the minority groups are moving into the neighborhood
- Denying or making different terms or conditions for home loans by financial institution
- Denying to anyone the use of or participation in any real estate services, multiple-listing services, or other facilities related to the selling and renting of housing

### Local Resources/Additional Information:

City of Altoona  
Fair Housing Office  
1301 Twelfth Street  
Altoona, PA 16601  
Phone: (814) 949-2537

Fair Housing Law Center  
Central Office  
10 West Cherry Avenue  
Washington, PA 15301  
Fair Housing Hot Line: 1-877-725-4472

Logan Township  
Tiffany Noonan, Fair Housing Officer  
100 Chief Logan Circle  
Altoona, PA 16602  
Phone: (814) 944-5349

Mid Penn Legal Services  
171 Lakemont Park Blvd.  
Altoona, PA 16602  
Phone: (814) 943-8139 or 1-800-326-9177

Pennsylvania Human Relations Commission  
Pittsburgh Regional Office  
301 Fifth Avenue  
Suite 390, Piatt Place  
Pittsburgh, PA 15222  
Phone: (412) 565-5395 or  
TTY users only: (412) 565-5711  
<http://www.hud.gov>

U.S. Dept. of Housing & Urban Development  
PITTSBURGH FHEO FIELD OFFICE  
Moorhead Federal Building  
1000 Liberty Avenue  
Pittsburgh, PA 15222  
Phone: (412) 644-5449 or (412) 644-6353  
Fax: (412) 644-6516  
<http://www.phrc.state.pa.us>

## **DRUG ACTIVITY - RENTAL PROPERTIES**

### **Cost of drug activity to Landlord/Owner:**

- Losing access to property for good, or long period of time.
- High cost of cleaning up and making premises safe for future tenants to live in.
- Loss of rent or income for extended period of time.
- Damage to business or personal reputation.
- Potential reduction in property value.
- When selling property, disclosing that the premise was used to manufacture/sell controlled substances.

### **Signs of Drug production:**

- **Cannabis (marijuana grow)**
  - Strong pungent odor
  - Electrical wiring tampered with
  - Windows blacked out
  - Significant increase in electric bill
  - Gardening products/tools with no garden. Could be fertilizers, empty boxes for grow lights, CO2 tanks, bags of soil/top soil, etc.
- **Production of other drugs (methamphetamines)**
  - Large amounts of chemical products, mostly solvents. For example, Coleman Lantern Fuel, and no Coleman Lanterns.
  - Large amounts of lithium ion batteries, or packaging for lithium ion batteries.
  - Ephedrine or pseudoephedrine and or empty packaging.
  - Strong unpleasant chemical odors.
  - Chemistry equipment, tubing, glass flasks, reaction vessels etc.

### **Signs of drug dealing from property:**

- Visitors all times of day and/or night. Short stay, one to five minutes.
- Visitors arriving in a vehicle, with more than one occupant. One occupant exiting the vehicle and entering the residence for a short period of time.
- Vehicles parking a block or two away, and visitors approaching on foot, often with hoods up, or head down to avoid identification by neighbors/police surveillance.
- Paraphernalia (needles, packaging materials, etc.) laying around the inside or outside of the residence.
- Non relative guests staying for short periods of time (week or two, then gone a couple days, and back for a week or two). Tenants often get “free” drugs, for allowing a dealer to stay/sell out of residence.
- Willingness of tenant to pay months of rent in advance, particularly in cash.

### **Things to be aware of:**

- Always check references and backgrounds of prospective tenants. UJS portal, public website for PA criminal histories. This is a public website, anyone can access without a password or login.
- Be concerned if a tenant doesn't allow you to come into the property, or tries to have you avoid certain rooms in the property.
- Be concerned of a tenant that always wants to meet you away from the property to discuss problems with the property, or pay rent.
- Be concerned if you see deadlocks, or alarms on internal doors. Especially internal doors that lock from the outside of the door.
- Be concerned if you observe fortification to the entry/exit doors of the apartment.
- Always get photo ID.
- Obtain tenants vehicle registrations.

## **SECTION 8 HOUSING**

### **INITIAL PROCESS**

Complete application and be placed on the waiting list.  
Applicant will be notified when nearing the top of the waiting list.  
All requested information must be provided before criminal and income eligibility is determined.  
Once approved, voucher will be issued and paperwork given for landlord to complete.

### **INSPECTION PROCESS**

After completed documentation is received from landlord, inspection of property is scheduled.  
Unit must pass inspection before a lease can begin.  
Rent is determined using the lower of fair market rent, landlord request or rent reasonableness.  
Lease begins after landlord approves rent.

### **TENANT'S PORTION OF RENT**

Determined based on tenant's annual gross income and any utilities the tenant must pay.  
Landlord collects tenant's portion directly from tenant.  
Altoona Housing Authority's portion is direct deposited into landlord's account.

### **AFTER LEASE BEGINS**

Landlord and tenant are required to complete one full year of the lease before tenant can move.  
Altoona Housing Authority inspects the unit once a year for Housing Quality Standards.  
Landlord must complete any needed repairs or payment will be placed on hold.  
Landlord will be notified if tenant's portion of rent is changed based on income.

### **TERMINATION OF SECTION 8 RENTAL ASSISTANCE**

Tenant may be terminated for any drug or violence charges.  
Tenant may be terminated if Landlord files and wins an eviction through the Magistrate.  
Other termination conditions may apply if deemed appropriate by the Altoona Housing Authority.

# STUDENT HOUSING

## **Verification of tenant**

- Ask for a copy of the School identification
- Have a lease with tenant and the parents as co-tenants
- Emergency contact information
- Individual leases for each tenant for the unit
- Register the rental property with the municipality
- Clear terms on occupancy dates & departure dates
- Security deposit & payment terms
- Proper insurance and liability coverage
- Insure supplied items like furnishing and appliances

## **Property Safety & Set up:**

- **Property Notes Internal**
  - Posted rules & regulations
  - Posted maintenance contacts
  - Post the address of the property inside the unit
  - Use landlord supplied window blinds for uniformity
  - Master key system
  - Parking permits for tenants
  - Fire extinguishers
  - Smoke & Carbon monoxide detectors
  - Clear rules for guests
  - Have routine property inspections
- **Property Notes External**
  - Property Lighting
  - Designated parking area
  - A fire escape plane
  - Note an area of rescue so that tenants may congregate to
  - A name plate or contact information for emergency
  - Have contact with a neighbor that may live close to the property
  - Designated trash & recycling area

## **Signs & Things To Be Aware of:**

- Unwillingness to grant access for inspections
- Frequent visitors all times of day and/or night
- Frequent overnight guests
- Recycle bins and garbage always overflowing
- Fraternity or Sorority signs
- Unsightly material around property
- Unregistered vehicles
- Foul odors
- Consistently late with rent
- Bounced checks
- Tenant doesn't grant you access to property
- Has you avoid certain rooms in the property
- Notice of large amounts of alcohol
- Wants to pay rent in cash
- Pungent odors

## **DISABILITY RESOURCES**

### **Self Determination Housing Project of PA**

Statewide non-profit organization that works to expand housing options for people with disabilities in Pennsylvania.

Regional Housing Coordinator Program - The purpose of the Regional Housing Coordinator Program is to create a bridge between the Medicaid home and community-based waiver programs and the housing sector. Regional Housing Coordinators (RHC) work with state agencies, organizations, housing professionals, and others to facilitate access to housing options and opportunities for people with disabilities and older adults.

Call 814-502-4448 or e-mail [howard@sdhp.org](mailto:howard@sdhp.org)

The PA Accessible Housing Program - Carries out home modification programs that will enable low and moderate-income persons with permanent disabilities to make their current home more accessible.

Contact Celia Michl, Program Coordinator: [celia@sdhp.org](mailto:celia@sdhp.org) or call 1-877-550-7347

### **The Center for Independent Living of South Central PA**

The purpose of the Center for Independent Living of South Central PA is to provide supportive services to persons with disabilities who wish to increase or maintain their level of independence in the community and at home.

Blair County Emergency Management would like all people with a disability to be registered with the Blair County 911 Center to alert first responders in the event of an emergency.

To register a disabled individual, contact George Palmer, Executive Director, [gpalmeriii.cilscpa@gmail.com](mailto:gpalmeriii.cilscpa@gmail.com) or David Brown, Director of Independent Living Services, [dbrown@cilscpa.org](mailto:dbrown@cilscpa.org). Phone: (814) 949-1905, v/tty (800) 237-9009

### **USDA Rural Housing Development**

The USDA Rural Development, our mission is to improve the quality of life in rural areas. Housing and Community Facilities Programs helps rural communities and individuals by providing loans and grants for housing. Contact Gary Reed, Area Specialist at (724) 853-5555 ext. 126 or [gary.reed@pa.usda.gov](mailto:gary.reed@pa.usda.gov)

### **Pennsylvania Assistive Technology Foundation**

Provides education and financing opportunities for older Pennsylvanians and people with disabilities, helping them to acquire the assistive technology devices and services that improve the quality of their lives. Call 484-674-0506 voice/toll-free/TTY or toll free 888-744-1938 or email: [patf@patf.us](mailto:patf@patf.us)

## **DISABILITY RESOURCES CONT'D**

### **Pennsylvania Housing Finance Agency**

Quick Start Housing Resources pages: PHFA and the Self-Determination Housing Project's Regional Housing Coordinators have compiled information about specific social service and housing resource agencies throughout the Commonwealth. This page is designed to help you identify where to start in inquiries about local service and housing related resources.

See more at:

[http://www.phfa.org/applications/housing\\_services\\_resources.aspx#sthash.4PcRNIVD.dpuf](http://www.phfa.org/applications/housing_services_resources.aspx#sthash.4PcRNIVD.dpuf)

or contact [howard@sdhp.org](mailto:howard@sdhp.org).

### **PAhousingsearch.com**

Search for affordable housing, rental or permanent, in Pennsylvania on PAhousingsearch.com. A simple-to-use housing locator Web site that lets you define what you want in your next living space, and then it does all the research – presenting you with the relevant housing vacancies that best fit your parameters in the community where you want to live. This high-powered housing locator service is available any time of day at PAHousingSearch.com. A bilingual call center is also available weekdays from 9 am until 8 pm, Monday through Friday, at 1.877.428.8844.

### **Department of Human Services**

In Pennsylvania, the Department of Human Services administers 10 Medical Assistance/Medicaid waivers and the Living Independence for the Elderly Program. Call the Blair County Assistance Office at toll free: 1-866-812-3341



## VETERANS

### **James E. Van Zandt VA Medical Center – Altoona, PA**

General information/inquiries: (814) 943-8164

Website – [www.altoona.va.gov](http://www.altoona.va.gov)

VA Homeless Coordinator: (814) 943-8164 x 8526

Help for Homeless Veterans hotline: 1-877-424-3838

Website – [www.va.gov/homeless](http://www.va.gov/homeless)

**Supportive Services for Veterans and Families (SSVF)** - Veterans Affairs awards grants to non-profit agencies that provide services to low income Veterans living in or transitioning into permanent housing. Rental assistance, utility shut off notices.

- Contact Blair County Community Action Agency (814) 946-3651 and request to speak with the SSVF case manager.

**Veterans Leadership Program** – Also covers Blair County and networks with Blair County Community Action Agency. (814) 255-7209

**Vietnam Veterans of America** – Assists with filing service connection claims, used furniture as requested and available. (814) 943-8164, ext. 7085

**Tomorrow's Hope** – Transitional Housing & Service Center for Veterans

Services:

- Safe and secure housing
- Healthy home-cooked meals and snacks
- Transportation services
- Counseling
- GED preparation
- Recreational activities
- Clothing

Contact info:

Phone – (814) 672-5485

Email – [info@tomorrowshopepa.org](mailto:info@tomorrowshopepa.org)

Website – [www.tomorrowshopepa.org](http://www.tomorrowshopepa.org)



The Central PA Landlords Association (CPLA) is growing and making a difference in our community. We hope you will join us to continue our success in supporting and educating landlords.

**Benefits of membership:**

- Online rental listings
- Online business directory
- Extensive online document library
- Membership to Johnstown Credit Bureau
- Credit checks
- Background checks
- Collection services
- Tenant database
- Educational workshops
- Membership to PROA
- Legislative updates
- Issues addressed with local government
- Monthly meetings
- Address current issues
- Informative & educational speakers

**Monthly meetings are held on the 3<sup>rd</sup> Tuesday of the month.**

**Contact the CPLA:**

**[www.centralpalandlords.com](http://www.centralpalandlords.com)**

**William Kitt, President**

**814-695-2138**



PA 2-1-1 is a comprehensive database that includes information about health and human services. PA 2-1-1 can be accessed by phone or the web at:

**<https://pa211.communityos.org>**

- PA 2-1-1 originated as a collaboration between local United Ways and PA Information and Referral.
- 2-1-1 is free and confidential.
- Research has shown it takes an average of 7 phone calls before you will reach the correct human service office. PA 2-1-1 will help eliminate this problem.
- What assistance can I receive?
  - Basic human needs resources.
  - Physical and mental health resources
  - Employment support.
  - Support for older Americans and persons with disabilities.
  - Support for children, youth and families.
  - Volunteer and charitable donation opportunities.
- CONTACT Altoona serves as a PA 2-1-1 Satellite Call Center providing services in the counties of:  
Bedford      Blair      Cambria      Somerset
- 2-1-1 was first launched by United Way of Metropolitan Atlanta in 1997 and now reaches 246 million people in 49 states and the District of Columbia.
- PA 2-1-1 services can be accessed 24 hours a day on the website at  
**<https://pa211.communityos.org>**.

# Be a Crime Fighter!



**Let's get dangerous and potentially  
addictive drugs out of homes and off the street!**

Free Medication Drop Boxes are available for you to discard unused medications! The best way to combat drug diversion and abuse is to get drugs away from folks who may be tempted to use or sell them. Drugs discarded into the dropboxes are safely destroyed by law enforcement.

#### Drop Off Locations:

##### Altoona Police Dept.

1106 16th Street Altoona, PA 16601  
(814) 949-2489  
24 hours per day / 7 days per week

##### Hollidaysburg Police Dept.

401 Blair Street Hollidaysburg, PA 16648  
(814) 695-3711  
Monday – Friday, 7:00am – 11:00pm

##### Logan Township Police Department

100 Chief Logan Circle Altoona, PA 16602  
(814) 949-3364  
Monday – Friday, 8:00am – 4:00pm

##### Tyrone Borough Police Dept.

1100 Logan Avenue Tyrone, PA 16686  
(814) 684-1364  
Monday – Friday, 8:00am – 5:00pm



#### Project Supported by:

Altoona Police Dept.

Hollidaysburg Police Dept.

Logan Township Police Department

Tyrone Borough Police Dept.



#### Grant-Funded Program Administered by: