



Master Leasing

Tuesday, May 7th, 2024

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Advocacy

**Youth
Housing
Initiative**

**Race
Equity**



OHIO

Balance of State
Continuum of Care



COHHIO

Training and
Technical Assistance



COHHIO

Coalition on Homelessness
and Housing in Ohio



COHHIO

Homeless Management
Information System

Housing Ohio
conference

**SOAR
Ohio**

**Fair Housing
& Tenant
Information**



Healthy Beginnings
At Home



Master-Leasing

In Non-Profit Housing

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Vice President of Programs and Services



Home for Families



**WE BELIEVE THAT FAMILIES DESERVE AND HAVE
THE RIGHT TO HOUSING, FINANCIAL AND
EDUCATIONAL STABILITY.**



What we do- Housing

- 9 Housing Programs
 - Family Rapid Re-Housing
 - Intensive Family Rapid Re-Housing
 - YHDP
 - Transitions to Home
 - Rapid Re-Housing
 - Jobs2Housing
 - Homelessness Prevention for Expectant Mothers
 - Success Bridge
 - Resiliency Bridge
 - Housing Resource Specialist/Emergency Rental Assistance



What we do- Education

- 4 Education Programs
 - After-School Program
 - Summer Program
 - SPARK
 - Education Navigator



What we do-Family Stability

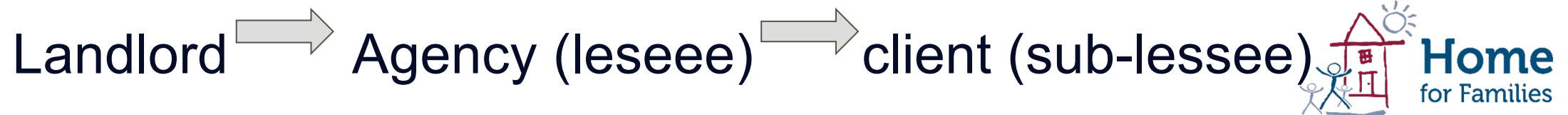
- 2 Components: Material Assistance and After-Care
 - Material Assistance
 - Food Pantry
 - Personal Needs Pantry
 - Holiday assistance
 - Move-In Kits
 - Transportation
 - After-Care
 - Rental/Utility Assistance
 - Gifts of Kindness



What is Master-Leasing?



A master lease is a controlling lease that gives the lessee the right to control and sublease the property during the lease.



Why Master-Leasing?



- Less risk for landlords
- Less risk for clients
- Flexibility
- Shared responsibility between clients and agency
- Proximity of units



Why is this important for social services?



- Low vacancy rates
- High competition for units
- High cost of rent
- Inadequate wages
- Increasing rent burden

https://nlihc.org/sites/default/files/oor/Ohio_2023_OOR.pdf

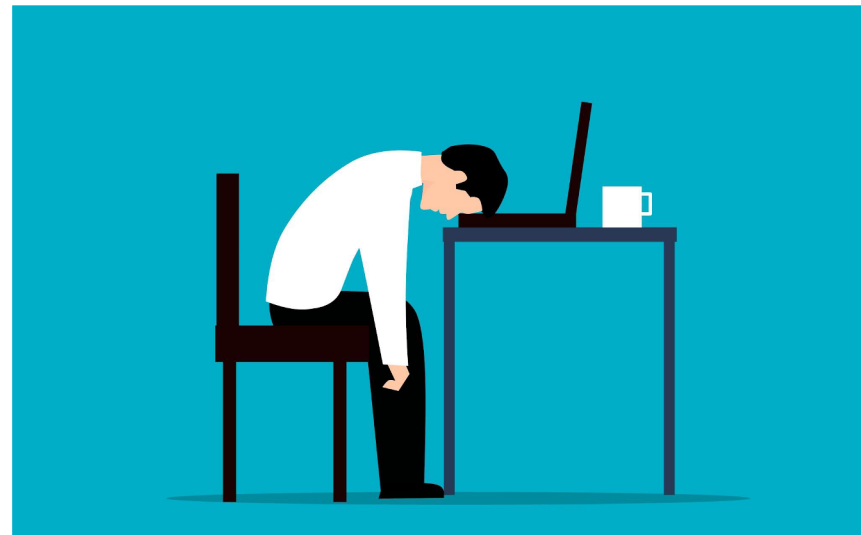
<https://www.nbc4i.com/news/data-desk-ohio/columbus-among-u-s-cities-with-highest-rent-increase-over-past-year-report-says/>



When is it Appropriate to Master-Lease



- Funding source allows it
- Population has a transitional or time-limited need
- Agency sees enough clients in need to fill vacant units
- Current programs are not meeting need



Finding Landlords

- Referrals from partners
- Landlords you're already working with
- Landlords interested in the model
- Referrals from donors
- Referrals from board members
- Referrals from staff
- Referrals from clients



Starting the conversation

- Explain the population and need
- Talk about services
- Discuss FMR and utility allowances



Lease and Occupancy Agreement

- Landlord prepares the lease
- Agency and landlord discuss and come to an agreement on terms
- Agency prepares occupancy agreement
- Landlord gives input, and (if applicable) changes are made
- Agency and landlord sign lease
- Agency and client sign occupancy agreement



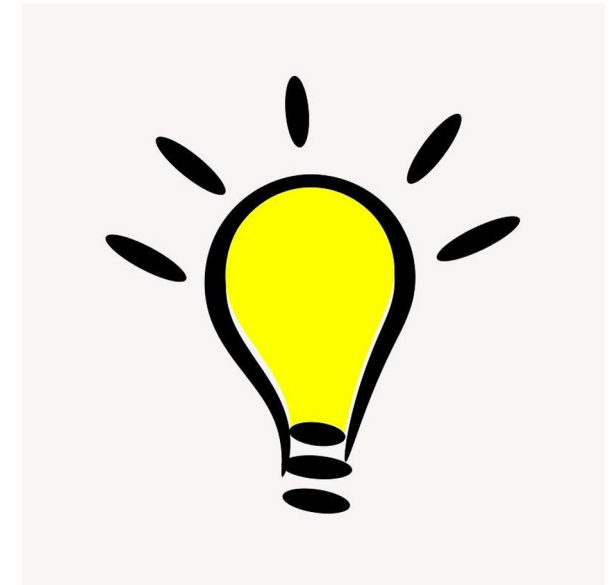
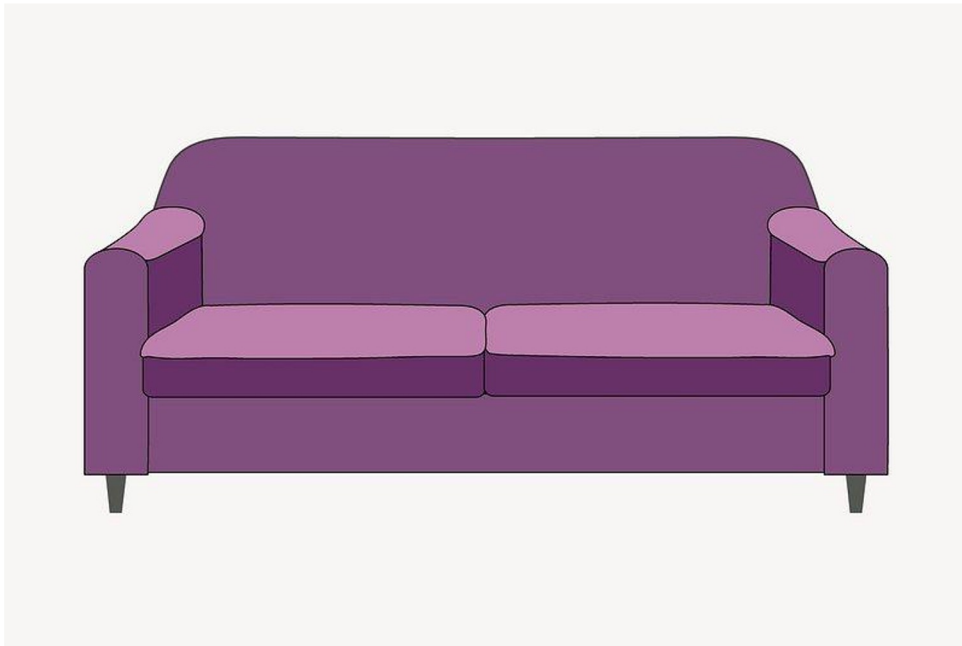
Important Details

- Meeting Property Management
 - Establishing entity responsibility
 - Confirming payment details
 - Discussing damages
 - Sharing client information
 - Identifying contact people



Decisions

- Options on how to handle...
 - Utilities
 - Furniture
 - Coverage of vacant months



Program Non-Compliance

Handling rules violations

- Conversation led by Case Manager (Involving Director if necessary)
- Written warning
- Housing Retention Plan- Action plan for changing behavior
- Monitoring for further violations



Common Rules Violations

- Unauthorized guests
- Upkeep of unit
- Weapons/fighting
- No goal plan progress
- No longer eligible due to program terms



Involuntary ending of Occupancy



- Case Manager and Director work together to make decision
- Client is notified in writing that occupancy is ending (usually 30 days) along with rule or rules that have been violated
- On notice, client is asked to work with case manager to identify other housing options
- Thorough documentation is kept during this time
- If the day to exit comes and client is not willing to leave, Director uses documentation to call police and have them escort client off property
- Locks are changed
- If client items remain, staff work with client to find a time to get items from unit. Written notice is given that items will be removed (usually 7 days).



HFF's First Master-Lease- TAY March 2020



Second Master-Lease- TAY April 2020



Success Bridge- September 2020



https://drive.google.com/file/d/1COHBP1E0avem0sqi_2prmN77xICjS9Mb/view?usp=sharing



Capital
University



COLUMBUS METROPOLITAN
HOUSING AUTHORITY



Housing for Pregnant Women- 2021



Success Bridge 2.0- 2024



THE CITY OF
COLUMBUS



Staffing Considerations



- Case Management
 - Ratio 1:15
 - Home visits
 - Documentation
 - Team meetings, both internal and external
 - Community resources/transportation
 - Monthly unit inspections
 - Program Directors as back-ups

- Housing & Property Manager
 - No case load
 - Handles flips
 - Primary contact for contractors
 - Works with the team to handle move-ins and move-outs
 - Helps identify landlords for housing after the master-lease



Funding Used

Transition-Aged Youth programming

- Youth Homelessness Demonstration Project (YHDP)

Success Bridge

- Columbus Metropolitan Housing Authority
- City of Columbus Emergency Rental Assistance (ERA)

Housing for Pregnant Women

- Emergency Solutions Grant (ESG)
- City of Columbus ERA
- Celebrate One flexible funds



Questions?



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