

Kenosha Landlord Association

A Local Chapter of the Wisconsin Apartment Association

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To Our Members

Summertime is finally here, and most likely everyone is staring at an endless list of projects. We were all just waiting for the warm weather to start that outside painting, roof repair, window replacement, the list goes on and on.

The newsletter is currently under construction with some new changes coming up that will connect more personally with our members. The Board of Directors would like to thank Liza Thober for all of her time and effort over the years in putting together the newsletter.

Thank you to Jen Dooley and John Hogan of Dooley & Associates for last month's presentation on *Social Networking*.

At our next membership meeting, Wednesday June 18, our topic will be *Screening Process and Criteria*, presented by Ron Borowski and Brian Hervat. Members are encouraged to share their preferred process of screening prospective tenants and ask any questions they may have.

Meeting at VFW, 6618 39th Avenue. Appetizers and Networking 6:30 pm. Meeting at 7 pm.

DISCLAIMER: The Kenosha Landlord Association publishes this newsletter to create awareness of issues relating to the rental housing industry. Information is compiled from a variety of sources and the views and concerns expressed by the contributors do not necessarily reflect those of the editor or the Association. When necessary, we suggest you consult an attorney.

Before You Even Think About Saying "Yes"

By: Robert L. Cain; June 14, 2014

You have it in your hand, a rental application. Your applicants are excited. They said things like "We could live here forever!" and "This is the nicest place we've looked at," and similar puffery to make you feel special. They truly made you feel special when they asked for an application, filled it out, and gave it back to you, saying, "We're in a hurry and want to know right away." After all, they had another place they were considering, but yours was absolutely the best. I bet they say that to all the landlords.

You took the rental application and put it in your file folder; you'll look at it later. You are excited, too. It had been over a month that the unit had been vacant and the next mortgage payment was closing in like a hawk circling the field mouse.

Your applicants drove away in their mud-splattered car that leaked some exhaust around the edges with the sun-fried paint and cracked windshield. It took a couple of tries to get it going after they had herded their misbehaving children and stuffed the trashed McDonald's bags back inside. "I've got a live one," you say to yourself—well, mostly live.

Back home, you opened the file folder and got ready to check out the application. Lo and behold, where it asked for current land-lord, the applicants wrote, Jim. Where there was a place for a phone number, it was blank. Where it asked for previous landlord, the applicants wrote, Amy. Where the phone number should have been, they wrote, "can't remember." For references, they listed one applicant's mother and the other applicant's sister. It said so right where it asked for the relationship to the applicant. At least there were phone numbers. Gee, I wonder what mom and sis will say.

In the employment section, where it asked for length of time on the job, there were blank spaces. For previous employer, same drill. Well, you did have phone numbers. At least they knew those. Of course, it was weekend, so there was no point in calling until Monday.

Now what do you do? You could reject the application out of hand because it wasn't filled out completely. But you hadn't had any applicants until them. Do you want to bother with them? Are they worth the trouble? After all, if they didn't come prepared to and couldn't even fill out the application completely or maybe even correctly, how might they be as tenants?

You decided to call them. Fortunately, it's a cell phone number, so you got somebody right away. Of course, the reason there were no phone numbers is that they didn't remember them and wouldn't be able to look them up until they get home. How about length of time on the job? Oh, they kind of knew that. Three months. Five months. Previous employer? Oh, eight months. A year.

As you hung up the phone with assurances that they would call you as soon as they got home and found the phone numbers, your phone rang with someone else who wanted to look at the property. You said you would meet them in an hour, and they showed up on time.

They, too, filled out an application. Now what do you do? Do you tell them there's someone ahead of them or do you just accept this one because it is completely filled out. You checked this time. Plus, they've worked at the same places for three and five years. Plus, they were driving a well-maintained car. Plus, their children are well-behaved.

There you sat on the horns of a dilemma. It was kind of painful. Do you owe it to the first applicant to check that application out first? These looked like better candidates, but is that fair?

Here's how to avoid the problem in the beginning. You know those rental policies and standard you have and hand to applicants? Well, maybe you don't have them, but if you did, on it would be words such as "we screen the completely filled-out applications we receive in the order we receive them. If your application is not completely filled out, we will screen the other completely filled-out applications first."

Even without those words, looking at the application you receive to make sure it's completely filled out is a vital first step. If it's not completely filled out, hand it back to them. Of course they don't remember the phone numbers, but that shouldn't be your problem. Why are they looking for a new place to live without being prepared to fill out an application completely?

By failing to fill out an application fully, and by your not checking to see that it is, you put yourself in an awkward position. Don't even think about saying yes unless everything is to your satisfaction. As rental owners and managers, we must be in charge. After all, it's our property, our investment, and our income. If we don't take care of it, who will?

10 Reasons why I should not feel Guilty about evicting you

Written By: Tony Severino; June 1 2009

1 start evictions immediately. If tenants need extra time, the court will give it to them.

- 2. You don't make a profit with evictions. You only cut your losses.
- **3.** You've already supplied the "needy" tenant with free housing. You have done your charity work, give someone else a chance.



- 4. If the tenant doesn't have a friend or relative to help him out, doesn't that say a lot about the tenant's character?
- 5. If someone asks you how you could put someone on the street, ask them to pay the rent and you won't evict them.
- **6.** The tenant has kept possession of your house and is stealing from you. He has stolen your home, your utilities and your services. The tenant is a thief. Do stores let your tenant go in and take from them?
- 7. Letting a tenant stay in your house who is not paying rent is like giving your tenant your charge card and telling him, "Feel free to spend. I like loaning out money interest free without knowing I'll be paid back".
- **8.** How would you feel if you worked all week and your employer said I don't have a paycheck for you. Guess what your tenant has just told you that! Do you work for nothing?
- **9.** If you want to maintain your apartment and let the occupants live there rent free, you should decide who the occupants will be, not your tenant. There are lots of people you may find more deserving.
- 10. Your tenant is taking money, time and energy from you, which you could use to provide for your family's needs. Picture yourself trying to tell your child that you could not buy him or her an item because you had to pay a stranger's rent so the stranger could buy gifts for his or her child.



Landlord/Crime Free
Multi-Housing Rental Seminar
September 9th & 11th 6pm to 10pm
This is a two day class and you will be required to attend both days.

Location: Boys and Girls Club 1330 52nd St. Kenosha, WI 53140

To register for the seminar please call: Crime prevention Unit at 657-3937 or e-mail: watch@kenoshapolice.com. Coffee, Water, Soft Drinks will be provided.

Safe Housing is a Right and a Responsibility!

RENTERS

Tell your Landlord about this free seminar.

LANDLORDS

Learn how to attract/retain responsible Renters.

Come and learn about all of the new laws!!!!!

Source: http://www.graffitihurts.org/rapidremoval



Many graffiti removal and restoration efforts can leave surfaces looking as bad, or worse, than before the work began. To ensure successful removal and protect surfaces from further graffiti:

- Identify the surface type and substance to be removed.
- Select the surface type and substance to be removed.
- Apply a protective coating.

Some cities have establish removal and restoration guidelines to maintain the structural integrity of the city's architecture, especially for buildings or other structures that are old or made of material that requires special care. Be familiar with any local guidelines.

1. Identify the surface type and substance to be removed: Brick, stone, concrete, aluminum siding, utility boxes and poles, street signs, bus shelters, pavement, wood, and glass are just some of the materials that can be defaced with graffiti. These surfaces can be smooth or textured.

Some are painted while others are unprotected. While most graffiti is applied with spray paint, graffiti vandals also use markers, adhesives (stickers), shoe polish, lip stick, stencils, and etching products. The length of time graffiti has been on a surface impacts how easily it can be removed—the longer, the more difficult. Depending on the substance to be removed, each surface requires or responds better to a particular method. Use a simple graffiti removal chart for ideas about where to start.

2. Select a removal method: Except for paint, most anti-graffiti removers are not available at local home improvement, hardware, or paint stores. They are specialty industrial products and are often sold in bulk to cities, counties, or professional graffiti removal companies. Graffiti removers that may be sold in retail outlets are likely to be for small clean up tasks. The three most common removal methods:

Paint-out Paint is used to cover over graffiti on smooth, painted surfaces. It is fairly low cost (ranging from donated paint to 6 cents per square foot), and paint is a relatively safe product compared to removing graffiti with some chemical solvents.

Chemical Removers Chemical removers vary, but typically the stronger the solvent, the faster it will dissolve or remove paint. In some cases, stronger solvents may require more safety consideration or personal protection. A solvent or cleaner that is poorly matched to a particular construction material, however, may create aesthetically unappealing results. Successful product selection is critical.

Pressure Washing Pressure washing equipment uses water or water in combination with a solvent to remove graffiti from a surface. A solvent may first be applied and then the surface is washed with pressurized water. Sometimes a blasting media, such as baking soda, is used to remove graffiti. While pressure washing is effective, it can wear down the surface being treated.

For small jobs, such as removing spray paint and markers from light poles and utility boxes, use a chemical removal product with a cloth and/or scrubber. Easy and safe one-time use products, similar to "handi-wipe," are also available. Larger jobs will require an industrial product and may require professional application. Chemical removers have the potential to be harmful to workers and to the environment. For information on the environmental impacts of 35 graffiti removal products, get a report that lists ingredients, and field tests and rates a dozen of them for performance on various surfaces. Costs are also considered. Pressure Washing Pressure washing equipment uses water or water in combination with a solvent to remove graffiti from a surface. A solvent may first be applied and then the surface is washed with pressurized water. Sometimes a blasting media, such as baking soda, is used to remove graffiti. While pressure washing is effective, it can wear down the surface being treated.

3. Apply a protective coating: There are two types of protective coatings, sacrificial and non-sacrificial or permanent. Sacrificial coatings are protective, but come off when graffiti is removed and must be reapplied. Non-sacrificial or permanent anti-graffiti coatings are unaffected by the graffiti removal process and remain on the surface.

Most anti-graffiti coatings are not available at local home improvement, hardware, or paint stores. They are specialty industrial products and are often sold in bulk to cities, counties, or professional graffiti removal companies. While some paint products have similar properties to anti-graffiti coatings, that is not their intended purpose and they are not likely to be marketed for that use.

Paint-Out: Use the following guidelines for an effective paint-out:

1. Avoid the patchwork effect: Removing graffiti by painting new random square blocks provides graffiti writers with a new, bright canvas. Improper paint selection may also lead to bleed-through of graffiti due to poor durability. When painting over graffiti, color match the paint to the original surface color. If this cannot be done, repaint the entire surface. If limited by time and/or paint, paint the entire surface from ground level up to a certain height (making sure that the line of paint is clean and straight).

Continued on page 5

- **2. Prepare the surface:** Painting over a surface that is not properly prepared may lead to peeling and cracking of paint. Ensure appropriate surface preparation before painting over any graffiti:
- Clean the surface of any dust, dirt, grease or oils.
- Apply paint only to a dry surface.
- Make sure the surface is dull. To achieve this, sanding may be necessary.
- Ensure the surface is sound before painting over it.
- Check for cracks, rust, water damage, or other signs that indicate the surface is in poor condition.
- **3. Select the right paint:** Poor paint selection and repeated paint-outs have the potential to cause damage, allowing for deterioration. When painting over surfaces like wood, concrete, block wall, and brick choose "breathable" paint, such as an acrylic latex. Multiple coats of paint on the same area can also prevent surface pores from breathing, causing structural and maintenance problems. Painting over a surface that already has several coats of paint may require using a pressure washer or scraping and sanding to properly prepare it for a new coat of paint. Consider applying a protective coating after 2-3 paint-outs to prevent the need for repainting. To select the most appropriate paint for a particular surface, and to learn how to best prepare a surface, visit The Sherwin-Williams Company or talk with a professional at your local paint store.

Chemical Removers: There are five basic types of chemical graffiti removers, which come in a variety of forms including gels, creams, and liquids:

- solvents containing chlorinated hydrocarbons
- solvents containing monoglycol ethers and glycol acetates
- solvents containing diglycol ethers
- solvents containing polar solvents
- solvents containing miscellaneous solvents

When using any chemical remover, keep in mind the safety precautions to follow. As provided under the Occupational Safety and Health Administration's Hazard Communication Standard, secure a material safety data sheet (MSDS) from the distributor of any hazardous chemical. The MSDS will show chemical make-up and any health and safety risks associated with use.

- ** Additional factors should be considered prior to purchase of a product:
- 1. Specialized equipment: When working with various chemical solvents, skin and eye protection is necessary. Safety goggles, rubber gloves, and protective clothing should always be worn. Adequate ventilation is required when using many chemicals. If adequate ventilation cannot be provided, wear an approved respirator. Chemical removers have the potential to pose dangerous safety risks for workers.
- **2. Environmental considerations:** VOC (volatile organic compound) refers to the level of fumes emitted into the air. VOCs should be kept as low as possible, and, proper clean-up/disposal is critical. The potential for damaging environmental impacts is high when using and disposing of chemicals.

Continued on page 6

Restoration		
	Surface Type	Removal of Spray Paint and Similar Materials (markers, shoe polish, lip stick, stencils, etc.)
	Etching - Etching n out a professional); r	nay be repairable on some glass (seek replace glass.
	possible; use nail pe cleaner to remove	away as much of the adhesive as olish remover or acetone-based remaining residue. Be aware that hts can soften plastics.
	Aluminum Siding, Fiberglass	Paint remover (sparingly); rinse with water
•	Glass	Razor blade to scrape off; can also use paint thinner
	Masonry includes brick, marble, stone, tile, granite, and concrete)	Power washing with low pressure; sand or soda blasting (may create a shadow); paint remover or chemical graffiti remover/solvent applied with brush and rinse with water; paint over
-	Historic Masonry or Other Valuable Structures	Seek out a professional on removing graffiti from historic masonry
	Metal	Paint thinner or chemical graffiti remover/solvent and rub with steel wool or sandpaper and rinse; power washing; paint over
0	Pavement	Chemical remover and power washing; soda blasting
S	Street Signs	Chemical remover (make sure it does not remove reflective coating)
t: - s,	Stucco	Paint remover/chemical remover and rinse with pressure wash; paint over
	Utility Boxes	Chemical remover with cloth or scrubber
d)	Vinyl Siding	Chemical solvents sparingly as they may remove the vinyl coating; repaint with primer first
r	Wood	On painted, unweathered wood can try mineral spirits; power washing with low pressure; sanding; repaint- ing

Pressure Washing: Be careful to read and understand all safety precautions prior to using any pressure washing equipment. Significant damage and/or injury can occur if used improperly. Pressure washing a surface to remove graffiti can be accomplished with three types of washers:

Pressure Washers
 Power Washers
 Jet Washers

Each is affected by a combination of factors:

Pressure rating: This refers to the intensity of the water stream. For conservation cleaning of delicate masonry, water pressure should be kept below 500 pounds per square inch (psi). General cleaning usually requires medium to high pressure (500-1500 psi).

- **1. Water flow rate:** This refers to the supply of water to the spray head, and determines the impact force of the spray just as much as the pressure rating. The greatest efficiency is likely to be achieved with water flow rates of between 3 to 4 gallons per minute.
- **2. Spray nozzle design:** Nozzle design determines the shape of the spray and has a strong bearing on the success of the cleaning process. A fan-type nozzle providing a spray fan angle of 15-50 degrees is considered best for graffiti removal and general surface cleaning. Larger angles reduce spray impact but increase area coverage, while a 0 degree pencil jet produces an intense impact harmful to soft or crumbly masonry and wood surfaces.
- **3. Water temperature:** Heated water is useful for graffiti removal from metal surfaces where expansion of the metal helps break the bond. Heated water, however, if used in combination with solvents, may cause rapid evaporation of the solvents, reducing their graffiti removal effectiveness.
- **4. Chemical or abrasive additives introduced into the stream:** Apply the chemical product first. Agitate surface and allow for proper dwell time. Follow these two steps with water blasting. When combining chemical removers with water, ensure that the chemical is neutralized (effectively diluted) with water.
- **5. Cleaning angle:** It is recommended that the graffiti to be removed be approached at a steep angle (as close to the wall with the spray wand as possible) to undercut the graffiti as much as possible. This will allow it to "peel" from the surface. Coming straight at the graffiti to be removed may drive it further into the surface.
- **6. Precautions:** Never use a power washer on glass. The pressure will break it. Never aim a power washer at another person or animal.

Alternative Blasting Media: Be careful to read and understand all safety precautions prior to using any blasting equipment. Significant damage and/or injury can occur if used improperly. During the past decade, alternatives to conventional sandblasting have evolved that are effective and environmentally friendly:

- 1. Ground walnut shells: Ground walnut shells offered one of the first viable options to silica sand. The walnut shell is softer than sand and less abrasive to walls and structures. Upon impact, most walnut shell particles shatter into fine dust, minimizing surface damage. The downside is the increased cost per pound and reduced speed of removal.
- **2. Baking soda crystals:** Armex technology (baking soda) emerged shortly after use of ground walnut shells. The Armex media is softer than both sand and walnut shells, and, in many cases, it is softer than the building materials being cleaned. Upon impact the baking soda crystal shatters to a dust. Depending on the availability of water with the blasting equipment used, the soda crystal dust is dissolved and rinsed into the drainage system as a non-toxic residue. Soda crystals, although more expensive per pound, use less volume by weight per minute of operation and take less than 5% of the cleanup time than conventional sandblasting. Soda crystals have been combined with both air and water delivery equipment with preferences for each depending on the application used. This type of blast method, however, is not designed for repeated use as some surface damage is done after each blast. Consider an antigraffiti protective coating as soon as possible to eliminate blasting damage.
- **3. Dry ice:** Dry ice pellets have recently been introduced as a blast medium. Here the pellets are discharged via an air delivery system, disintegrating on impact. Both the defacement of paint residue and the dry ice are shattered, with the dry ice returning to the atmosphere, and the paint pulverized to a size that is undetectable around the work vicinity. Dry ice is available in different size pellets. The size of the pellet containers and the need for specialized blasting equipment limit this method to cleaning large areas of graffiti. The cost for using the dry ice pellet method is much higher than traditional blasting. When faced with removing graffiti from a historic building, however, costs may not be the primary consideration.
- **4. Ground rubber and carbon flint:** These materials are also used as a blasting media, and the paint pulverized to a size that is undetectable around the work vicinity. Dry ice is available in different size pellets. The size of the pellet containers and the need for specialized blasting equipment limit this method to cleaning large areas of graffiti. The cost for using the dry ice pellet method is much higher than traditional blasting. When faced with removing graffiti from a historic building, however, costs may not be the primary consideration.

- **5. Ground rubber and carbon flint:** These materials are also used as a blasting media.
- **6. Other media:** Other media (sand, corn cob, etc.) may be locally available. Know the substrate and the equipment available when requesting media.

Coatings: Two types of protective surface coatings are currently available: sacrificial coatings and non-sacrificial surface treatments. Each is available in clear or pigmented form. A clear coating maintains the natural appearance of the substrate. These are available in a range of gloss levels to suit the original finish. Pigmented coatings perform the dual function of obliterating existing graffiti and providing a surface from which graffiti may readily be removed. Both sacrificial and non-sacrificial coatings can be applied by brush, roller and/or spray. Brushing is the simplest means of application. Coatings can be applied faster with rollers. Both of these methods maintain a low solvent release rate (allowing for interior surface application). Most manufacturers, however, encourage the spray technique. It is significantly faster, but the rate of solvent vapor release is much higher, preventing its use in poorly ventilated areas.

Sacrificial: A sacrificial coating is a removable, protective film that acts as a barrier to defacement materials. It is often referred to as a catcher-coat, as it catches would-be defacement inks, dyes, and resins and prevents surface penetration. There are currently two types of sacrificial coatings: a solvent-based silicone/wax coating and a water-based polysaccharide coating. Be sure to select the appropriate coating and use high-quality products to avoid yellowing. Surface preparation for either type is critical. All surfaces need some form of cleaning to remove dust, dirt, grease, or other contaminants before coating. Smooth hard surfaces need thorough abrasion to promote good adhesion. Poor adhesion can reduce the durability of the coating or cause delamination in the event of a fire (allowing flames to spread rapidly across the coated surface). The average cost of sacrificial coatings is 2-6 cents per square foot depending on the porosity of the surface to be coated. Typically, sacrificial coatings are not toxic, and, once in place, they often eliminate the need for a solvent or chemical graffiti remover in subsequent graffiti clean-ups. Graffiti removal from a sacrificial coating involves removing the graffiti and the coating underneath it. Hence, sacrificial coatings must be re-applied after each graffiti clean-up. When removing graffiti from a sacrificial coating keep the following in mind:

- **1. Water reactive:** There are a wide variety of tips and nozzles. Proper selection will help determine the effectiveness of the removal process.
- **2. Heat sensitive:** Excessive heat will damage acrylic and vinyl acrylic paints. Heat should be used only up to the point where it becomes damaging to the paint. A range of 140°-180° should be effective.
- **3. Pressure sensitive:** Use a water pressure level that removes the graffiti but does not wash out the finer aggregate in the block or masonry construction material, or damage the substrate coating. A psi under 1000 should be effective.
- **4. Chemically sensitive:** Be careful when removing graffiti from painted surfaces protected with sacrificial coatings. Lengthy dwell time and excessive agitation may strip the paint under the coating.
- **5. Sensitive to agitation:** If agitation is employed, it should be abrasive enough to remove only the protective coating, with minimal abrasion to the substrate below.

Non-sacrificial: Non-sacrificial coatings are basically chemical resistant paints. They allow solvent blends to dissolve defacement paints, inks, and dyes, while leaving the non-sacrificial paint or coating unaffected by the cleaning or removal process. Most of these hard, impervious anti-graffiti coatings are polyurethane resin systems and range from \$.25 to \$1.25 per square foot.

Recently, two-component aliphatic-polyurethane water-based coatings have become popular. These products often have 5-10 year warranties, regardless of the number of cleanings. The porosity of the surface determines cost, with an average price range from \$.25 - \$.50 per square foot. Manufacturers have enhanced these coatings by adding slip additives, which cause defacement paints to "crawl" or loosely adhere to the protective silicone, polyethylene or Teflon. The graffiti is unable to adhere to these additives so that, if it sticks at all, the graffiti can be easily removed. When removing graffiti from a surface coated with a non-sacrificial product, obtain a chemical remover (this can often be purchased by the manufacturer of the protective coating), and spray on defaced surface, agitating slightly and allowing proper dwell time. Follow this with water application. Small surfaces can be cleaned with water-filled spray bottles. Larger surfaces, however, may require the use of a water blaster (keep pressure under 1500 psi).

When removing graffiti from a surface coated with a non-sacrificial product, obtain a chemical remover (this can often be purchased by the manufacturer of the protective coating), and spray on defaced surface, agitating slightly and allowing proper dwell time. Follow this with water application. Small surfaces can be cleaned with water-filled spray bottles. Larger surfaces, however, may require the use of a water blaster (keep pressure under 1500 psi).• solvents containing chlorinated hydrocarbons

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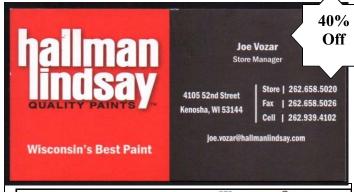
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Kenosha Landlord Association

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RETURN SERVICE REQUESTED



Next Meeting



6618-39th Ave

On our regular 3rd Wednesday the month

June 18, 2014 7:00 P.M. for meeting

Appetizers & Networking at 6:30 pm Meeting at 7 pm

Screening Process
and Criteria
With
Ron Borowski
and
Brian Hervat

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