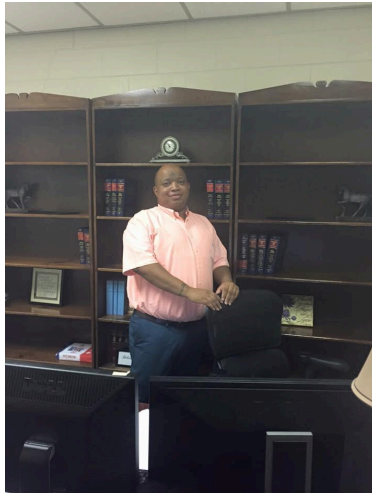


Office of the Director of Rental Management & Maintenance



The Office of the Director of Rental Management & Maintenance oversees the day-to-day operations, compliance, and physical condition of all housing properties under Delta Housing Development Corporation. This office serves as the central point of coordination between property management, maintenance operations, administration, and external agencies to ensure safe, well-maintained, and financially stable housing for residents.

Rental Management Oversight

The office is responsible for supervising rental operations across all properties, including occupancy management, rent collection, delinquency monitoring, lease enforcement, and tenant compliance. This includes oversight of property managers, review of monthly rental collection reports, tracking vacancies, coordinating leasing activities, and ensuring all tenant records and payments are accurately maintained through approved systems. The office also manages enforcement actions such as payment agreements, lease infractions, and eviction proceedings when necessary, in accordance with agency policies and regulatory requirements.

Maintenance & Property Operations

The Director oversees all maintenance activities to ensure properties remain safe, functional, and compliant with housing standards. Responsibilities include supervising maintenance staff, prioritizing work orders, scheduling preventative maintenance, coordinating inspections, and ensuring timely completion of repairs. The office also manages vendor coordination, monitors contractor performance, and ensures that all corrective actions identified during inspections are addressed and documented.

Compliance & Inspections

A critical function of this office is ensuring compliance with USDA, HUD, and other regulatory inspection standards. This includes preparing for inspections, responding to findings, documenting corrective actions, and maintaining records required for audits and reporting. The office works closely with

administration and site staff to ensure properties consistently meet required safety, habitability, and operational standards.

Financial & Administrative Coordination

The office collaborates with executive leadership and finance to support budgeting, reporting, and operational planning related to rental income and maintenance expenses. This includes providing accurate data for board reports, grant compliance, and strategic decision-making.

Mission Focus

Overall, the Office of the Director of Rental Management & Maintenance is committed to protecting the integrity of Delta Housing's assets, ensuring regulatory compliance, supporting staff accountability, and providing residents with safe, clean, and well-managed housing communities.