



C A L C A S I E U P A R I S H P O L I C E J U R Y
GOVERNING AUTHORITY OF CALCASIEU PARISH - LOUISIANA
HOUSING DEPARTMENT

1011 Lakeshore Drive Suite 602
Lake Charles, La 70601

Phone (337) 721-3577 / Fax (337) 721-3582

***THINGS THAT ARE NEEDED
TO BE A SECTION 8 HOMEOWNER***

1. Proof of Ownership
2. Proof of Insurance
3. A Picture ID
4. Social Security Card or Federal ID Number
5. Signing of W-9 Form
6. Signing of restriction on leasing to relatives
7. Signing of disclosure of identity of interest
8. Checking unit for any broken or cracked windows
9. Making sure windows have screens and are in good condition and fit correctly
10. Checking exterior for deteriorated surfaces
11. Checking the roof for any visible signs of leaks
12. If a unit has at least 4 steps, a handrail is needed
13. A peephole or glass window is needed on front door
14. Walls, floors, and ceilings should be free of defects
15. All electric outlets and switches should be in working order
16. Broken or cracked cover plates should be replaced
17. Any water leaks should be repaired
18. All entrance and exit doors should lock
19. All windows should open and lock
20. Smoke detectors and fire extinguishers are required
21. Bedroom and closet doors should close properly
22. Bathrooms should have proper ventilation, either a window that opens and close or a ventilation system
23. Making sure unit is free of lead-base paint
24. Tie-downs are required on manufactured homes
25. All units are required to have adequate heating and adequate cooling systems
26. An inspection will only be done when the Request for Tenancy Approval is completed by the tenant and the homeowner and returned to the Section 8 Office by the **15th** of the month
27. Homeowners are responsible for having the utilities on at the time of the inspection

***Larry Fobbs
Housing Inspector
(337) 721-3577***

