

Property Owner/Manager Check list

- 1) **Free Advertising** – You may list units available for lease with us by completing a rental listing form. You may fax, mail or call the department with information on available units. New and current families refer to these listings everyday. Please go to the **Current Listings Page** to download the rental listing form.
- 2) **Select and Screen the applicant** – When a family with a Housing Choice Voucher approaches you, follow your regular screening procedure. We do not screen participants to determine their suitability as tenants.
- 3) **Collect a Security Deposit and application fee, if you require either** – The tenant is responsible for paying the security deposit and application fee. Deposits and application fees may not exceed those charged to non-assisted tenants.
- 4) **Complete a Request for Tenancy Approval and return to our office** – The tenant will provide this form and this initiates the initial inspection. It is very important that this document is completed thoroughly to enable us to expedite the inspection. Please call the tenant's counselor with any questions.
- 5) **Complete the "Owner Information to Receive Housing Assistance Payments" form and a W-9, and provide a copy of the recorded deed, tax appraisal or management agreement** – In order to ensure we are paying the legal owner of the property, these documents are required. Housing Assistance payment cannot be released prior to receiving these documents.
- 6) **Inspection of the unit** – The unit must pass a Housing Quality Standards Inspection. The inspector will contact you to schedule an inspection within 5-7 days from receipt of the Request for Tenancy form.
- 7) **Provide signed Lease and Contract** – A notice will be mailed requesting you to sign these documents within 1-2 weeks of the passed inspection date. Please come to the office before or by the stated deadline. Housing Assistance payments will be released after documents are signed. You will receive a copy after all signatures are obtained.
- 8) **For initial leases, expect to receive the first Housing Assistance Payments 30-45 days from the date the unit passes inspection** – Payment will not commence until the unit passes the inspection, the tenant moves into the unit and the Housing Assistance Payments Contract is signed.
- 9) **After the initial lease is executed** – The Housing Authority's rent portion will be sent the first week of every month.
- 10) **Affordable rent for the tenant** – The tenant pays approximately 30 to 40% of their adjusted income towards rent. The tenant is responsible for paying their portion directly to the owner/manager by the due date set forth in the lease.
- 11) **The lease/contract will be reviewed in one year** – You will receive a notice regarding lease renewal 90 days before the year-end.
- 12) **The tenants' rent portion is adjusted when the tenant's income/composition changes** – You will be sent a notice of rent change in the mail indicating the new tenant and HACA portions.
- 13) **Notify us** – When there is a change in ownership/management, change in address to where HACA payments are sent or if the family vacates the unit.