



## **STEPS TO FINDING AND LEASING A NEW UNIT**

### **Ensuring unit works for you / Paying less than 40%**

1. **Did you find a unit that is at or below the price range on the chart?** If so, contact your housing specialist to provide the prospective landlord's contact information once your application has been approved. We will send the forms to the landlord to complete.
2. **Did you find a unit that is above the price range in the chart?** If yes, please contact your housing specialist **BEFORE YOU COMPLETE THE APPLICATION AND PAY ANY APPLICATION FEES.** We will need the following information: contract rent, type of utilities that are in the unit and who is going to pay those utilities. Once we have that information, we can run the numbers to see if the unit will work for you financially (meaning less than 40%, ideally 30%)

### **UNIT / TENANCY APPROVAL**

1. Tenant & landlord complete all "Landlord Packet" Forms (all forms must be signed)
2. Landlord will submit the packet to your housing specialist
3. Housing Specialist will review documents and submit to Program Manager to process.

### **UNIT INSPECTION (HQS)**

1. Once tenancy has been approved, Housing requests the Inspector to inspect the unit.
2. Inspection is scheduled with landlord/agent
3. When the unit passes inspection, we will contact both the tenant and landlord to let them know and provide the rent breakdown.

### **LEASE SIGNING & SUBMISSION**

1. Tenant & Landlord execute Lease & arrange for move-in
  - a. If Occupancy Date is different than Lease Start Date – must be noted separately.
  - b. **The Unit Lease must:**
    - Follow all State & Fair Housing Laws
    - **State that it applies to an HCV Program Tenancy**
    - Have an Effective Date after the inspection passed date. Lease cannot start prior to unit passing inspection.
    - Must be a minimum of 12 months & must end on the last day of a month
    - Copy of lease to be given to the tenant
2. Landlord submits copy of signed Lease to Housing Specialist

### **HOUSING ASSISTANCE PROGRAM (HAP) CONTRACT**

1. Once lease has been submitted, Program Manager prepares HAP Contract
2. Contract is sent to landlord via email for signature
3. Landlord signs and returns HAP Contract Page 2 (*signature page*) to Program Manager.

### **PAYMENT IS REQUESTED**

1. Payment will be retroactive to start with approved move-in date.
2. Payment will be requested on the next available off-cycle payment run.
3. After the first payment, regular monthly payments will be sent on or about the first of the month; and are considered paid when mailed.