

## Property Owner/Manager Check list

- 1) **Free Advertising** - You may list units available for lease with GoSection8.com  
New and current families refer to these listings every day.
- 2) **Select and Screen the applicant** - When a family with a Housing Choice Voucher approaches you, follow your regular screening procedure. HACA does not check for rental suitability, this will be the owner's complete responsibility.
- 3) **Collect a Security Deposit and application fee if you require one** - The tenant is responsible for paying the security deposit and application fee. Deposits and fees may not exceed those charged to non-assisted tenants.
- 4) **Complete a Request for Tenancy Approval (RTA) and return to our office** - The tenant will provide this form. This initiates the initial inspection. It is very important that this document is completed thoroughly to enable us to expedite the inspection.
- 5) **Complete the "Owner Information to Receive Housing Assistance Payments" form and a W-9, and provide a recorded deed 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 3-5 days from receipt of the Request for Tenancy.
- 7) **Provide signed Lease and sign HAP Contract** - A notice will be mailed requesting you to sign the HAP contract and provide a copy of your signed lease. Please come to the office before or by the stated deadline as Housing Assistance payments will only be released after this procedure. A copy of the HAP contract will be mailed to you.
- 8) **For initial leases, expect to receive the first HACA payment 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, the HAP Contract is signed, and you provide a copy of your signed lease.
- 9) **After the initial lease is executed**- the Housing Authority's rent portion will be sent the first week of every month.
- 10) **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 tenant's rent portion is adjusted when the tenant's income/composition changes.**
- 13) **Notify us** when there is a change in ownership/management or address or if the family vacates the unit.