

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 [*W-9](#), and [*Direct Deposit](#) form 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 Section 8 Program Coordinator will contact you to schedule an inspection within 10 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.
- 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.

*** These items may be downloaded from the forms page.**