Overview of the Three Steps for Timely Rental Assistance Payments

After the unit has passed inspection and the tenant has signed a lease:

1. Copy of the Lease to SHA
2. SHA will initiate a HAP Contract to be signed
3. Submit an Owner/Landlord Certificate

New to working with SHA? We'll also require:

- Completed W-9
- EFT Form
- Voided Check
- Management Agreement, if applicable

THANK YOU

for participating in our Housing Choice Voucher (HCV) program.

Questions or concerns?
Contact us at the following:

tealteam@spokanehousing.org

Teal Team Lead	**Landlord Liaison**
509-252-7133	**509-252-7130**

Or visit us at
55 W. Mission Ave.
Spokane, WA 99201

www.spokanehousing.org

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Landlord/Owner Information

Steps To Receive Your Payments

Spokane Housing Authority

Home is where the start is.

What To Do After the Inspection Passes…

In order to facilitate processing for timely payment you will need to follow these next steps:

1. Submit a copy of the lease. When completing the lease, remember it must:

- Must list all household members.
- Be signed by both the landlord and all household members who are 18 or older.
- Have a start date after the unit passed inspection.
- List specifically who is responsible for paying for utilities. (Exp. Landlord will pay water, sewer, and trash. Tenant will pay all electric.)
- Needs to have a term of one year.
- Remember that no side agreements can be made. This includes having a client pay additional rent or utilities above what is specified in the lease.

NOTE: If the items listed above are not included in the lease, we will request that you correct the lease, which will delay the payment process.

2. Once your lease has been reviewed and approved, we will send you the HAP contract.

HUD requires the HAP (Housing Assistance Payment contract) to be signed within 60 days of lease initiation. This is the written contract between SHA and the owner for the purpose of providing housing assistance payments to the owner on behalf of the eligible family. If the HAP is not signed within 60 days SHA will either ask for a re-inspection or have the tenant move.

3. Complete and Submit the Owner Landlord Certification.

The Owner/Landlord Certification outlines the basic program requirements. It is important that this form is completed correctly as it will be used to establish the account to which your funds are dispersed and where things are reported.

⇒ **The Owner section** of the form should reflect the property owner. This is where SHA will send the 1099.

⇒ **The Landlord section** will be the management company/staff, or the designated representative (if applicable).

Once all three steps are complete, Gold Team member will process the file for payment. If you do not receive payment by 20 calendar days of Step 3 above, contact us immediately!

NEW TO THE HCV PROGRAM?

If you are a **new owner/landlord** to SHA we will need the following items to establish you in our system:

- W-9
- EFT form
- Voided check
- Management Agreement (If applicable)

We will be unable to process payment until we receive these items.

SELLING YOUR PROPERTY?

If at any time you sell the property at which a HCV client resides, you will need to notify SHA immediately to limit the disruption of assistance payments to the new owner. You will also need to provide SHA with the new owner's contact information.

NEED A PAYMENT STATEMENT?

Once you are set up in our system, we will send you credentials to login to the landlord portal.