

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. SHA 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/Landlord Certification" form and a W-9.** SHA will verify county property records to ensure housing assistance payments are made to the legal owner of the property. Federal regulations do not allow SHA to make housing assistance payments to a property management company. Housing Assistance payments 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 or electronically provided to you requesting you to sign the HAP contract and provide a copy of your signed lease. Housing Assistance payments will only be released after this procedure. A copy of the HAP contract will be provided to you.
- 8) **For initial leases, expect to receive the first SHA 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.