



HOUSING CHOICE VOUCHER (HCV) & MOD REHAB PROGRAMS

FROM UNIT /TENANCY APPROVAL TO PAYMENT: THE PROCESS

UNIT / TENANCY APPROVAL

1. Tenant & landlord complete all "Landlord Packet" Forms (all forms must be signed)
2. Forms are submitted to Housing for Tenancy Approval



After tenancy is approved,

UNIT INSPECTION (HQS)

1. Housing requests the Inspector to inspect the unit.
2. Inspection is scheduled with landlord/agent
3. When the unit passes inspection: **Housing Office will call** the tenant to let them know.



Once unit has passed HQS,

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:**
 - Be in compliance with all State Laws
 - **State that it applies to a Section 8/HCV Program Tenancy**
 - Have an Effective Date after the inspection passed date.
 - Must be a minimum of 12 months & Must end on the last day of a month
 - Be given to the tenant
2. Landlord or Tenant submits copy of signed Lease to Housing.



After executed Lease is submitted,

HAP CONTRACT

1. Housing Office prepares Housing Assistance Program (HAP) Contract
2. Contract is sent to landlord via email for signature
3. Landlord signs and returns HAP Contract Page 2 (*signature page*) to Housing Department.



When executed HAP Contract is received,

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.