

## Procedures for Leasing a Unit

**All of the following steps must occur before HATC can authorize payment to a landlord.**

1. Tenant should view the property with the landlord and determine that the unit meets the needs of the family and Housing Quality Standards. Tenant asks the owner to participate in the Housing Choice Voucher program.
2. The landlord will do a tenant screening to determine that the applicant will meet the landlord's expectations for a successful tenancy.
3. The Landlord should collect the security deposit on the unit – an amount that does not exceed the normal amount collected on the unit.
  - The landlord and tenant should thoroughly complete and sign the **Request for Lease Approval form** with the attached **W-9** and the **Voucher Tenancy Addendum** and submit them with a **copy of the proposed lease**.
4. Upon receipt of the required documents, the **HATC staff will contact the landlord to make arrangements to inspect the property** to determine that the unit meets the minimum standards and the requested rent is reasonable and not in excess of the rents for similar units in the area.
5. Once the unit passes inspection, **all documents must be executed by the landlord, tenant, and the Housing Authority staff before the assistance will be effective and payment made.**
6. **Housing Assistance checks to the landlord are not generated by the Housing Authority at the time of contract signing. Checks are issued once per month so that they will arrive at the landlord's address by the fifth of the month. If the month end cut-off is missed (generally five days prior to the end of the month), the housing assistance payment will be mailed the next weekly check run.**

### **Documents required to Lease-up in the Housing Choice Voucher Program:**

- Request for Lease Approval including the W-9 and Housing Assistance Payment Contract (To be signed by the landlord and tenant, W-9 and Contract signed by the landlord only) and brought to the Housing Authority with the items below so that an inspection can be scheduled.
- Housing Choice Voucher Tenancy Addendum (Required-landlord and tenant must sign prior to start date)
- Lease- copy of the signed lease/rental agreement between the landlord and the tenant

### **Where Tenant can Live and Use Assistance**

- Tenant may receive rental assistance anywhere in Thurston County and the United States and its territories that administer a tenant-based program.
- Tenant may select any eligible unit available for lease, and may freely select a Housing Authority owned unit without pressure or steering from the Housing Authority
- Tenant **may not** rent a unit from a relative of **any tenant family member (exceptions possible only to accommodate a person with a disability)**
- Tenant should not limit search to low-income areas
- If a family member has a disability, tenant may request a current list of accessible units known to the Housing Authority