

**HOUSING AUTHORITY
OF DEKALB COUNTY**

750 Commerce Drive
Suite 201
Decatur, GA 30030

Administration
Housing Choice (Section 8)
Facsimile (Fax)
www.dekalbhousing.com

(404) 270-2500
(404) 270-2600
(404) 270-2643

MOVE-IN CONFIRMATION NOTICE

The tenant and owner must complete this form and return it to the Housing Authority with a legible copy of the lease between the tenant and owner.

This form should only be returned after the unit passes Housing Quality Standards (HQS) Inspection.

Today's Date: _____ Date Unit Passed HQS Inspection: _____

Tenant: _____ Tenant Telephone: _____

Contract Rent: \$ _____ Landlord: _____

Tenant Rent: \$ _____ Telephone: _____

Security Deposit: \$ _____ Contract Unit Address: _____

Move-In Date: _____

(Move in date must coincide with the HAP Contract date. The initial lease term cannot exceed 12 months. The lease must end the month prior to the move in date (month). (Example: Family moves in May 12, 2003. The lease will end April 30, 2004).)

(Street)

(City, State, Zip)

(The HA will always make the HAP effective date the latter of the HQS pass date or the tenant move-in date)

Lease End Date: _____

With my initials and signature below, this is to acknowledge the following:

1. The unit has passed the HQS inspection, I am in receipt of keys to the above unit and I certify that the above move-in date is correct (this date cannot be a date prior to the unit passing the HQS inspection). _____ Tenant Initials
_____ Landlord Initials
2. The landlord and tenant have conducted a walk-through move-in inspection of the unit and the tenant finds the unit to be acceptable and accepts the unit as is. _____ Tenant Initials _____ Landlord Initials
3. The landlord and tenant have entered into a written lease and they have gone over the lease, including security deposit refund requirements and fully understand and agree with all terms and conditions of the lease. The lease must comply with HUD regulations, State and/or local laws. _____ Tenant Initials _____ Landlord Initials
4. The landlord and tenant understand there can not be separate lease agreements between landlord and tenant for the same assisted unit. _____ Tenant Initials _____ Landlord Initials
5. The family or owner may not, under any circumstances, charge or accept additional payments from the family (or on behalf of the family) for the family's share of the rent that have not been approved by Housing Authority of DeKalb County (HADC). These are called "side payments". If the tenant or landlord knowingly engage in illegal "side payments" both parties may be terminated from participation in the Housing Choice Voucher program. Any payment arrangements made between the landlord and tenant must be in writing and have prior approval from the Housing Authority (i.e., security deposit, damages, services, etc.). If you are not sure, ask! "Side payments" are considered fraud, and HADC has a zero tolerance policy for owners and clients who engage in making and/or accepting side payments. If you are caught, HADC will not hesitate to seek criminal charges and ban your participation in any Federal Housing Assistance Program.

Signature (Tenant): _____

Date: _____

Signature (Landlord): _____

Date: _____