



## STEPS TO A SUCCESSFUL LEASE-UP

Thank you for your decision to participate as a housing provider on the Section 8 Housing Choice Voucher Program. The success of our program at the Housing Authority of DeKalb County (HADC) is because of owners and property managers like yourselves who are willing to provide decent, safe and affordable housing to residents of DeKalb County. Our program wouldn't exist without your participation.

HADC is committed to providing housing providers with the necessary information to make a sound decision regarding participation in our program. To ensure quality customer service and your continued participation, HADC welcomes your feedback about our process and suggestions for program improvement.

The following are the steps to begin the lease-up (rental) process with your Housing Choice Voucher tenant:

1. Participants are issued a lease-up packet at their briefing that will contain the following forms:
  - Housing Choice Voucher
  - Initial Processing Form
  - Request for Tenancy Approval
  - Lead-Based Paint Disclosure Form
  - Owner Information Form
  - Conflict of Interest Certification Form
  - HADC Disclaimer and Private Policy on Inspections
  - Section 8 Rent Comparable Data Survey Form
  - Mortgage Good Standing Notice
  - Move-In Confirmation Notice
2. The Housing Choice Voucher participant contacts you about your available unit.
3. The landlord/property manager screens the prospective tenant to determine if the applicant family is suitable for their unit. Please note HADC does not screen tenants for suitability.
4. When you select and approve a tenant for your unit, the tenant will give you the lease-up packet to fill out: **Initial Processing Form**.
5. The owner and tenant must complete these forms and each form that applies must be filled out completely. Applicable forms that are not filled out completely will cause unnecessary delays in processing time. The landlord fills out the Initial Processing Form (must be the original packet – no copies) and the tenant signs. The purpose of the Initial Processing Form is to identify the location of the selected unit, the amount of rent charged, who is responsible for each utility, what appliances are provided by whom and historical information on the unit such as last rental amount charged for the unit, date unit was built and unit type.

6. The completed lease-up paperwork is returned to the Housing Authority and will be routed to a Contract and Leasing Specialist. Upon receipt, a Contract and Leasing Specialist will review and process the paperwork to ensure that it does not exceed HUD's affordability criteria for the family. The Housing Choice Voucher participant's rental share may not exceed 40% percent of the family's monthly-adjusted income when the family initially moves into the unit or signs the first term lease with the owner for the unit.
7. In addition to verifying the family's affordability level, the Contract and Leasing Specialist verifies proof of ownership and other landlord information before the unit is scheduled for a Housing Quality Standards inspection (HQS). \*If information is missing, incorrect or the family does not qualify for the unit, the family and owner are notified in writing of the reason.
8. Once all of the initial lease-up paperwork is processed and approved, the paperwork is sent to the Inspections Department and scheduled for an (HQS) inspection. The inspector that is assigned to the zone where the home is located will contact the owner by telephone to schedule an inspection. An inspection is generally conducted **seven to ten business days after the approved Initial Processing Form is received**. Tenants **should not** call inspectors to schedule or to check on the status of inspections. Landlords may (pre) authorize tenants to provide access to units for the HQS inspections, however, the inspector must be informed at the time inspections are scheduled.
9. **The Initial Processing Form** will be voided after 15 days when there is no landlord response to inspector attempts to schedule inspections. **The Initial Processing Form** will also be voided after 15 days when cited deficiencies from initial inspections are not repaired within this time period. Landlords and tenants who still desire to rent under the Section 8 Program will be required to resubmit the necessary paperwork to initiate another inspection request.
10. After the unit passes the HQS inspection, the owner and tenant can execute a dwelling lease agreement. A copy of the executed lease and Move in Confirmation Form must be submitted to the HADC. The effective date of the Housing Assistance Payment Contract (HAP) is the day after the unit passes inspection or the actual move-in date after the unit passes the inspection. At no time will payment begin before the unit passes the HQS inspection.
11. A Contract and Leasing Specialist will prepare the HAP Contract and notify the owner in writing when it's ready for signature. Generally, HAP Contracts are prepared 30-45 business days from the time the unit passes inspection.
12. You will receive your first payment from the Housing Authority after the HAP Contract has been prepared and signed. Depending upon the date the HAP Contract is signed will determine when an owner/landlord will receive payment. Payments are only processed once a month. Your first payment will be the pro-rated amount for the move-in month and the full month of the first full month following the move-in. **Example:** If your unit passes the inspection on September 6<sup>th</sup> and your tenant moves in on that date, your payment from the Housing Authority would become effective September 7<sup>th</sup>.