

HOUSING AUTHORITY OF DEKALB COUNTY

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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 client:

1. Participants are issued a lease-up packet at their briefing that will contain the following forms:
 - Housing Choice Voucher
 - Request For Tenancy Approval
 - Initial Processing Form
 - Lead-Based Paint Disclosure Form
 - Request For Owner Information Form
 - Move-In Confirmation Notice
2. The Housing Choice Voucher client 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 following paperwork in the lease-up packet to fill out: **Request For Tenancy Approval Form (RFTA), Initial Processing Form, Request For Owner Information Form, Lead-Based Paint Disclosure Form, and the Move-In Confirmation Notice.**

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 RFTA form and the tenant signs. The purpose of the RFTA 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 Leasing Services. Upon receipt, Leasing Services staff will review and process the paperwork to ensure that it does not exceed HUD's affordability criteria for the family. The Housing Choice Voucher client's rental share may not exceed 40% 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. If HADC has not approved your dwelling lease, you must attach an unexecuted (unsigned) copy of the dwelling lease you propose to use for HADC's approval along with your lease-up paperwork.
8. In addition to verifying the family's affordability level, HADC staff 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 is notified in writing of the reason.
9. Once all of the initial lease-up paperwork is processed and approved, the paperwork is sent to the Inspection Division 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 eight business days after the approved Request for Tenancy is received from the Leasing Services**. All utilities must be connected before an inspection can be scheduled. In addition, the previous tenant must vacate the unit, and all personal belongings of the landlord must be removed from the unit before an inspection can be conducted. Tenants **should not** call inspectors to schedule any inspections or to determine or attempt to check on the status of any 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.
10. Initial Processing and Requests for Tenancy Approval forms will be voided after 15 days when there is no landlord response to inspector attempts to schedule inspections. Initial Processing and Requests for Tenancy Approval forms 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 Housing Choice Voucher Program will be required to resubmit the necessary paperwork to initiate another inspection request.
11. After the unit passes the HQS inspection, the owner and tenant can execute a dwelling lease agreement. 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.

12. Leasing Services staff will prepare the HAP contract and notify the owner in writing when it's ready for signature. When you come in to sign your HAP contract, you must provide an executed and legible copy of your dwelling lease. The initial term of the lease must correspond with the contract.
13. If all returned information is present and there is no problem with paperwork, the timeframe from receipt of paperwork to unit inspection will take anywhere from **10-15 business days**. **Note:** This timeframe may vary depending on the time of year, how many families are moving (families porting in or out) and personnel.
14. You will receive your first payment from the Housing Authority within 30 to 45 days. 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 6th and your client moves in on that date, your payment from the Housing Authority would become effective September 7th and your first check should be received on our mid-month check run in October for the pro-rated amount due for September and the full month of October.
15. A Direct Deposit authorization form and a voided check **must be provided** at the same time when the HAP Contract is signed by the Owner/Landlord.