

HCVP Move Process

- Step 1:** Participant submits notice to landlord in accordance to lease required time frame (RRHA recommends a 60-day notice); Provide Housing Specialist with a copy of the notice.
- Step 2:** Landlord is required to provide Housing Specialist a completed Good Standing Letter Form (download form from landlord forms), confirming receipt of notification that states if participant is in good standing with any payments owed and no damage done to property (RRHA suggests landlord conduct an inspection before submitting letter).
- Step 3:** Once both required documents have been received by leasing team, the participant will be notified in writing of an appointment to attend a voucher issuance briefing. Participant should be prepared to bring current income verification information and the complete updated Tenant Information package.
- Step 4:** Participant will be issued voucher along with moving package to include updated landlord property listing.
- Step 5:** Once participant has found housing of choice, the landlord must complete Request for Tenancy form in its entirety and submit all required landlord documentation.

NOTE TO LANDLORDS

**** We ask that, as a courtesy to our participants, only one Request for Tenancy Form is submitted per unit at a time.****

Step 6: Once all documents are completed they should be submitted to the leasing department to process for unit affordability. Leasing team member will process unit affordability to ensure that participant is not paying more than 40% of annual adjusted income**Affordability process cannot be completed until all required documents have been submitted.

Step 7a: If unit is affordable, participant and landlord will be contacted to inform them of that information and to provide an ESTIMATED Housing Assistance Payment (HAP) and ESTIMATED Tenant portion. Request for an inspection to be scheduled will be submitted to the inspection team.
PARTICIPANT SHOULD NOT MOVE IN AT THIS TIME OR SIGN A LEASE

Step 7b: If unit is not affordable, landlord and participant will be contacted by an RRHA leasing team representative to see if landlord is willing to lower proposed rent to an affordable amount. (1st contact will be made via phone and 2nd will be made via mail).

If the landlord agrees to lower proposed rent to make unit affordable, the landlord will be required to submit in writing the agreement to lower rent to include, unit address, new rental amount and participant's name. Once the letter is received, landlord and participant will be provided the ESTIMATED HAP and ESTIMATED Tenant portion. Request for an inspection will be submitted to the inspection team.

****PARTICIPANT SHOULD NOT MOVE IN AT THIS TIME OR SIGN A LEASE****

If the landlord does not agree to lower proposed rent, participant will be contacted to come in and pick up a new leasing packet.

****SEARCH PROCESS STARTS AGAIN****

Step 8: Affordable unit will be submitted to inspection team. Inspection team member will contact landlord to schedule time and date for Housing Quality Standards Inspection to take place.

A. Passed Inspection-(DO NOT MOVE IN OR SIGN LEASE) Inspector will complete inspection paperwork, and Fair market rental comparisons will be completed to ensure fair market rent is being charged equal to comparable units in the area of the unit.

a. If unit is comparable, the inspection team will provide final passed booklet to leasing team specialist. Leasing Specialist will contact the landlord and participant to arrange lease start date and lease end date. Leasing Specialist will notify participant of move in date. Participant can now move in based on the effective lease date.

****Note:** Lease dates, contract rental amount and HAP contract dates and contract rent must coincide. ******

B. Failed Inspection - (DO NOT MOVE IN OR SIGN LEASE) Inspector will notify the landlord of deficiencies. The inspector will provide landlord with a proper allotted time frame to correct deficiencies depending on type of deficiency that is required to be corrected.

Step 9: An RRHA Leasing Specialist will process HAP contract and contact landlord and participant informing them of the HAP portion and participant portion, if any. HAP contract will be mailed to landlord for review and signature. HAP contract should be read, signed and returned to leasing specialist along with a copy of signed lease. Specialist will review and compare signed lease to unsigned lease that was submitted during initial process. If lease information is correct and HAP contract dates, contract rental amounts matches specialist will sign and return copy of executed HAP to landlord. ****** If any information is incorrect and/or a signed lease has not been submitted with the HAP contract the landlord will be contacted. ****HAP payments will not be released to landlord until executed HAP and lease have been received by the specialist. ********

Step 10: Payments will be released for next check run to be mailed to the landlord. Checks are sent out on the 1st and 15th of each month.