

PROCESS FOR TURNING IN LEASE PAPERWORK

- 1 Section 8 Participant Obligation Form-** client sign and date
- 2 Housing Choice Voucher-** client sign and date
- 3 Request for Tenancy Approval-** the landlord completes the yellow highlighted sections.
The tenant completes the pink highlighted sections.
- 4** Client brings the following completed paperwork to Section 8 to be reviewed:
 - Housing Choice Voucher
 - Section 8 Participant Obligations
 - Request for Tenancy Approval
- 5** Once paperwork is accepted, an inspection will be scheduled.
- 6** After a unit passes inspection, the landlord and tenant will execute a lease following all requirements (see attachment).
- 7** The start date of the lease **cannot** be before the unit has passed inspection, however; it can be a later date as negotiated between tenant and landlord.
- 8** The start date of the lease will also serve as the start date for the Hap Contract. The length of the lease must be 12 months.
- 9 The HAP Contract and Executed Lease (with Tenancy Addendum attached)** must be submitted to Section 8 office in person or electronically to leasepapers@lmha1.org Both the HAP contract and Tenancy Addendum are available on the LMHA website at https://www.lmha1.org/section_8/landlord_information.php
- 10** HAP payments will not go into effect until all paperwork has been received.
- 11** W9 and Mandatory Direct Deposit -with a voided check and proof of ownership of the unit. **ONLY** new landlords signing up for the program for the first time need to complete these forms and return to Finance Department.

Please call or email Rose McCarty with any questions regarding the enclosed paperwork mccarty@lmha1.org or 569-6084

Lease papers are accepted in person Monday-Thursday 8:30am-4:00pm or electronically anytime (leasepapers@lmha1.org)