



INVESTING IN COMMUNITIES

HCV FAQs

(Frequently Asked Questions)

January 3, 2014

Q: I am a landlord and have found a HCV tenant to whom I would like to rent my property. What do I do next?

A: After you have completed your tenant screening process, please obtain the yellow RFTA packet (Request For Tenant Approval) from the tenant and complete the landlord portions of the forms. Please submit them to the Housing Authority to be processed so that we can complete the affordability calculations, rent reasonable determination, and schedule your unit for a move-in inspection. Please make sure you and the tenant have signed the forms where needed and provided all of the requested information. Missing signatures and information will cause delays in processing your paperwork. The tenant will need to submit their Notice to Vacate from their previous unit if they have not already done so.

Please ensure the unit is vacant and the utilities are on for the move-in inspection. To review the inspection checklist form to ensure your unit is ready for inspection, copy and paste the following link in your browser.

<http://www.shra.org/Portals/0/pdf/hcv/Courtesy%20HQS%20Checklist.pdf>

If you wish, you may attend one of our Owner Orientations, but you are not required to do so. Copy and paste the following link in your browser to see the Owner Orientation schedule.

<http://www.shra.org/Portals/0/pdf/hcv/HCV%20FAQs%20%2010%2017%2013.pdf>

You may list your property on our website for HCV tenants to see, but this is not a requirement and you are not required to be registered with us in any way. Copy and paste the following link in your browser to list your property on our website.

<http://www.shra.org/WebReports/OwnerOutreach/htmLogin.php>

For information as to when you will start receiving payments from us, Copy and paste the following link in your browser.

<http://www.shra.org/Portals/0/pdf/hcv/HCV%20FAQs%206%203%2013.pdf>



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