Housing Choice Voucher Program

General Lease-Up Process for Landlords, Public Housing Authorities (PHAs) and Tenants

Tenant

- Applies for and Receives Voucher from PHA
- Selects Unit (or may re-lease current unit)

Landlord of Unit

- Markets Unit
- Screens Tenants for Suitability and Selects Tenants

PHA

- Screens Applicants for HCV Eligibility
- Provides Voucher to Tenant

Tenant and Landlord Complete RFTA[1]

Reviews RFTA[1]

Accepts Rent Offer

Determines Rent Reasonableness[2]

Unit Complies with PHA Inspection[3] Rules

Schedules and Completes Inspection[3]

Tenant and Landlord Execute Lease

Landlord and PHA Execute HAP[4] Contract

Receives Executed Agreements

Moves In and Pays Security Deposit

Receives HAP[4] and Rent

Sends Monthly HAP[4]

Pays Monthly Tenant Rent and Utilities

Manages Property and Enforces Lease

Schedules and Completes Re-inspection[3]

Complies with Lease and Reports Issues to Landlord

Unit Complies with Re-inspection[3]

Determines Rent Reasonableness[2] (if rent increase)

Renews Lease

Renewal *(can be automatic)* or Send Rent Increase 90 Days Prior to End of Lease Term