



WHAT TO DO WHEN ONCE YOU HAVE FOUND A RENTAL UNIT

1. Ask the owner or agent the amount of the contract rent and which utilities you have to pay. For each utility paid by you, (for example, cooking stove, water heater, furnace, etc.) ask if the energy source is gas, electric or oil. Circle these on the Utility Allowance Schedule provided to you.
2. Discuss the Section 8 Housing Choice Voucher Program with the owner or agent.
 - a) Show the owner the information sheet that explains the program and its advantages.
 - b) Invite the owner to contact the Town if questions are asked that you cannot answer.
3. Show the owner the copy of the sample lease provided in the packet. You should discuss the provisions of the sample lease and the rental assistance paperwork with the owner. The owner may use the sample lease or any other lease used for unassisted units.
4. Ask the owner or agent to fill out and sign their part of the Request for Tenancy Approval, fill in the lease and utility schedule. You will complete and sign your portion of the Request for Tenancy Approval at this time.
5. Return the Request for Tenancy Approval and the lease to your Case Worker. The Town will then arrange an inspection of the property.
6. Once the inspection has been completed, you will be notified of the results.
 - a) If the unit does not meet the Housing Quality Standards, and the owner will not make the necessary repairs, you cannot receive rental assistance in that unit.
 - b) If the unit does not meet the Housing Quality Standards, and the owner will do the necessary repairs, the Town must reinspect the unit once the landlord or manager notifies the Town that the repairs are completed
 - c) If the unit does meet the Housing Quality Standards, you will be asked to come in and sign your Lease. Your landlord will be asked to sign the lease and Housing Assistance Payment contract.



PLEASE NOTE: Your housing assistance will not begin until the lease and Housing Assistance Payments Contract are signed. The Town will execute the Contract once the landlord or agent has signed it. Assistance Payments begin at this point, or the effective date, if it is later, and the payments are sent directly to the owner. You are responsible for paying your portion of the rent, and it should be sent directly to the owner or agent. You are also responsible for paying the Security Deposit.