# Voucher Leasing Package

Thank you for agreeing to participate in an AHFC Voucher Program. The following forms are required to begin Housing Assistance Payments (HAP) for your prospective tenant. AHFC staff are here to assist both the tenant and the owner.

- If you have any questions, please do not hesitate to call or email us using the contact information at the top of this page.
- See page 2 for process.

## AHFC Package

An Owner's authorized agent may complete any action required of an Owner. AHFC requires a copy of any management or authorized agent agreement.

1. **Request for Tenancy Approval**
   Owner and Tenant complete, sign, and return.

2. **Lead-Based Paint Disclosure**
   This form is required only if the unit was built before January 1, 1978. If needed, Owner and Tenant complete, sign, and return.

3. **Property Ownership Verification**
   Owner completes, signs, and returns with a verification of account information for direct deposit.

4. **Request for Taxpayer Identification Number and Certification (IRS form W-9)**
   Each year, AHFC will send the 1099 to the taxpayer declared on this form.
   - For an individual, complete with person's name and Social Security Number
   - For a business, complete with business' tax ID number

## Owner to Provide

Along with the required forms above, the Owner will return an unexecuted copy of the Owner's standard lease agreement with the tenant. A lease must include:

- Names of owner and tenant
- Unit address
- Amount of monthly rent
- Amount of security deposit
- Utility responsibilities
- Lease Terms
  - Initial lease terms for less than one year require special approval.
  - AHFC asks that the dates be left blank. Once the unit is approved, the dates will be filled to match the HAP contract.
  - AHFC asks that the parties do not execute the lease.
  - Changes to the lease must be initialed by all parties. Please do not use white out.

SAMPLE

## For Owner's Review - Housing Assistance Payments (HAP) Contract

This is AHFC's contract with the Owner that will be signed if the unit is approved. The Owner may keep this (do not return to AHFC).

- Part B is the body of the contract
- Part C (Tenancy Addendum) amends the Owner's lease

## To complete the process:

1. Fax, email, or hand deliver the completed Leasing Package to AHFC at the fax number, email, or address listed at the top of page 1. AHFC offers secured dropbox. Office lobby hours are

2. AHFC reviews the paperwork, and if the unit fits within the family's occupancy and spending limits, AHFC will schedule an inspection using the National Standards for the Physical Inspection of Real Estate (NSPIRE). Both the tenant and owner must attend.

3. When the unit passes the inspection and meets rent reasonableness criteria:
   - The tenant and owner sign the lease, and
   - AHFC and the owner sign the Housing Assistance Payments Contract.

4. AHFC makes its monthly payment to the owner by direct deposit to the bank account designated in the Property Ownership Verification.

SAMPLE