### **Move Packet Checklist**

Documents with correction fluid or correction tape **cannot** be used.

\*\*Move Packets received after the 15<sup>th</sup> of the month and/or provided incomplete may not be inspected until after the 1<sup>st</sup> of the month, plan accordingly!\*\*

Minimum information needed (agency reserves right to request additional information as needed):

- Complete Landlord Payment form, Request for Tenancy Approval, Initial Rent Survey form and if built before 01/01/1978, Lead Based Paint Disclosure
  - 2. If you are not currently receiving direct deposit from BCHA!
  - Copy of Social Security Card or Federal ID certificate
  - Copy of VOIDED check for Direct Deposit
- 3. If you recently purchased the property and it is not reflected on <a href="www.bcpa.net">www.bcpa.net</a>, provide proof of ownership
- 4. Attach Condo Approval, if applicable
- 5. Attach Property Management Agreement/Power of Attorney, if applicable
- 6. Units in foreclosure WILL NOT be inspected

After the unit has passed inspection, it is up to the landlord and Head of Household to execute a lease AND provide it to this agency immediately. The Housing Assistance Payment (HAP) Contract cannot be issued or executed until an acceptable, executed lease is received.

The executed lease MUST include items on attached list in accordance with 24 CFR 982.305 C (4)

\* Further, if the HAP Contract is not executed within 60 days of the lease start date, it is void in accordance with 24 CFR 982.308 (d) and no HAP payments will be made on the unit. \*

\*\*The first payment of HAP is dependent on a signed HAP contract, please plan accordingly and respond to request for information promptly to avoid unnecessary additional delays\*\*

<u>Partner Portal is Here!</u> The BCHA is excited to announce the implementation of the Partner Portal. Ensure you have registered on <u>www.BCHAFL.org</u> and check it frequently to keep updated on HAP payments, Inspection appointments and results. This tool will be expanding shortly and it's important to start using it now as we move to a more 'paperless' method of business.

| If you have any question | s regarding these documents, | please contact: |             |
|--------------------------|------------------------------|-----------------|-------------|
|                          | (954) 739-1114 ext           | or e-mail       | @bchafl.org |

<sup>\*\*</sup>A complete move packet may take 5-10 business days to schedule for inspection\*\*



## **INSPECTION REQUIREMENT**

As a participant in the program; you are the initial inspector for a unit of your choice and should understand what is needed and what to look for to meet all inspection requirements. You decide where you want to live. You decide which unit you want to rent. Listed are the **HUD** required Housing Quality Standards (HQS) items that will be inspected. In order for an inspection to be conducted our Inspection Department team will make contact with all appropriate parties in order to schedule an appointment. Please do not request to schedule an appointment until the unit is vacant and ready for inspection. The unit must be in compliance to pass inspection before you are authorized to move in and the Housing Authority assist in making payment to the owner on your behalf.

#### Dwellings in this program "MUST" meet the following requirements:

- Sanitary Facilities: The dwelling unit shall include a flush toilet, a fixed basin, and a tub or shower with hot and cold running water, all in proper operating condition, can be used in privacy, are adequate for personal cleanliness and the disposal of human waste.
- 2. Food Preparation and Refuse Disposal: A cooking stove or range, a refrigerator of appropriate size for the unit, a kitchen sink with hot and cold running water shall be present in proper operating condition. Adequate space for the storage, preparation and service of food shall be provided. There shall be adequate facilities and services for the sanitary disposal of food waste.
- Space and Security: The dwelling unit shall contain a living room, kitchen, bathroom and at least one (1) bedroom or living/sleeping room of appropriate size for each two (2) persons. Exterior doors and windows accessible from outside the unit shall be lockable. All windows must have screens.
- 4. <u>Illumination and electricity:</u> Living and sleeping rooms shall include at least one (1) window. A ceiling or wall type light fixture shall be present and working in the bathroom and kitchen. At least two (2) electric outlets, one (1) of which may be an overhead light, shall be present and operable in the living room, kitchen and each bedroom. All outlets must be grounded and property wired. No cracked outlet covers. Electrical box must be covered. Hot water heater must have a release valve.
- 5. Structure and materials: Ceilings, walks, and floors shall not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, other serious damage. The roof shall be firm and weather tight. The exterior wall structure and surface shall not have any serious defects such as serious leaning, buckling, sagging, of interior and exterior stairways, halls, porches, walkways, etc., shall be such as not to present a danger of tripping or falling. Elevators shall be maintained in safe and operating condition.
- 6. Interior Air Quality: The dwelling unit shall be free from dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust, and other harmful air pollutants. Air circulation shall be adequate throughout the unit. Bathroom areas shall have at least one (1) operable window or other adequate exhaust ventilation.
- Water Supply: The unit shall be served by an approved public or private sanitary water supply.
- 8. Access: The dwelling shall be useable and capable of being maintained without unauthorized use of other private properties. The building shall provide an alternate exit in case of fire (such as fire stairs or exit through windows).
- Site and Neighborhood: The site and neighborhood shall not be subject to dangerous walks, steps, instability, flooding, poor drainage, septic tank back-ups, sewage hazard or mudslides, abnormal air pollution, smoke or dust, excessive accumulation of trash, vermin, rodent infestation; or fire hazards.
- Smoke Detectors: Each unit must include at least one (1) smoke detector on each level of the unit.
- 11. <u>Pools</u>: all units with pools "MUST" be clean, sanitary, and secured by either a screen enclosure or a fence. The minimum fence height must be four (4) feet. A gate latch must be equipped with a self-closing, self-latching mechanism to ensure safety. Private pools must have a child safety fence minimum height of four (4) feet = forty-eight (48) inches.

NOTE: It should be understood that a unit could fail inspection for an issue outside this list if the particular issue is considered a safety hazard or a sanitation concern. You may have to make other living arrangements until the unit passes inspection.

## INSTRUCTIONS ON HOW TO COMPLETE ITEM 11 OF REQUEST FOR TENANCY APPROVAL

#### \*FXAMPLE: IF TENANT PAYS ALL LITHLITIES:

| ITEM                       | SPECIFY FUEL TYPE                                                        | PAID BY |
|----------------------------|--------------------------------------------------------------------------|---------|
| Head's Charle One          |                                                                          |         |
| Heating Check One          | ☐ Natural gas ☐ Bottle gas ☐ Oil or Electric ☐ Coal or Other             | Т       |
| Cooking Check One ->       | ☐ Natural gas ☐ Bottle gas ☐ Oil or Electric ☐ Coal or Other             | Т       |
| Water Heating Check One    | ☐ Natural gas ☐ Bottle gas ☐ Oil or Electric ☐ Coal or Other             | Т       |
| Other Electric             |                                                                          | Т       |
| Water                      | THIS IS NOT A LEASE                                                      | Т       |
| Sewer                      |                                                                          | Т       |
| Trash Collection           |                                                                          | Т       |
| Air conditioning ->        | IF A/C UNIT SUPPLIED BY LANDLORD PUT "O" UNDER PROVIDED BY               | Т       |
| Refrigerator               | IF LANDLORD PROVIDED REFRIGERATOR PUT "O" UNDER PROVIDED BY              | Т       |
| Range/Microwave            | IF LANDLORD PROVIDED RANGE/MICROWAVE PUT "O" UNDER PROVIDED BY ->        | Т       |
| Other (Specify)            |                                                                          |         |
| *EXAMPLE: IF LANDLORI      | PAYS WATER, SEWER, TRASH – TENANT PAYS ELECTRIC ONLY   SPECIFY FUEL TYPE | PAID BY |
| Heating Check One          | ☐ Natural gas ☐ Bottle gas ☐ Oil or Electric ☐ Coal or Other             | Т       |
| Cooking Check One          | ☐ Natural gas ☐ Bottle gas ☐ Oil or Electric ☐ Coal or Other             | Т       |
| Water Heating Check One -> | ☐ Natural gas ☐ Bottle gas ☐ Oil or Electric ☐ Coal or Other             | Т       |
| Other Electric             |                                                                          | Т       |
| Water                      | THIS IS NOT A LEASE                                                      | 0       |
| Sewer                      |                                                                          | 0       |
| Trash Collection           |                                                                          | 0       |
| Air conditioning ->        | IF A/C UNIT SUPPLIED BY LANDLORD PUT "O" UNDER PROVIDED BY               | Т       |
| Refrigerator               | IF LANDLORD PROVIDED REFRIGERATOR PUT "O" UNDER PROVIDED BY              | Т       |
| Range/Microwave            | IF LANDLORD PROVIDED RANGE/MICROWAVE PUT "O" UNDER PROVIDED BY —>        | Т       |
| Other (Specify)            |                                                                          |         |
| *EXAMPLE: IF LANDLOR       | D PAYS ALL UTILITIES                                                     |         |
| ITEM                       | SPECIFY FUEL TYPE                                                        | PAID BY |
| Heating Check One          | ☐ Natural gas ☐ Bottle gas ☐ Oil or Other ☐ Coal or Other                | 0       |
| Cooking Check One          | ☐ Natural gas ☐ Bottle gas ☐ Oil or Other ☐ Coal or Other                | 0       |
| Water Heating Check One    | ☐ Natural gas ☐ Bottle gas ☐ Oil or Other ☐ Coal or Other                | 0       |
| Other Electric             |                                                                          | 0       |
| Water                      | THIS IS NOT A LEASE                                                      | 0       |
| Sewer                      |                                                                          | 0       |
| Trash Collection           |                                                                          | 0       |
| Air conditioning ->        | IF A/C UNIT SUPPLIED BY LANDLORD PUT "O" UNDER PROVIDED BY.              | 0       |
| Refrigerator               | IF LANDLORD PROVIDED REFRIGERATOR PUT "O" UNDER PROVIDED BY              | 0       |
| Range/Microwave            | IF LANDLORD PROVIDED RANGE/MICROWAVE PUT "O" UNDER PROVIDED BY           | 0       |
| Other (Specify)            |                                                                          |         |

# LANDLORD PAYMENT INFORMATION FORM

(Must be completed by owner)

#### **EXISTING LANDLORDS:**

IF YOUR MAILING ADDRESS HAS
CHANGED PLEASE FAX YOUR NEW
ADDRESS TO THE FINANCE DEPT.
AT (954) 497-3733 OR ACCESS OUR WEBSITE
AT WWW.BCHAFL.ORG AND FILL OUT THE CHANGE
OF ADDRESS FORM AS INSTRUCTED

NEW LANDLORDS: IRS REQUIRES THAT YOU

ATTACH A COPY OF THE OWNER'S SOCIAL SECURITY CARD OR
FEDERAL I.D. CERTIFICATE TO THIS FORM. PLEASE FAX TO
WINSOME AYTON AT (954) 497-3733. FAILURE TO PROVIDE
DOCUMENTATION MAY DELAY PAYMENT

| 01 / 100/1200 / 0/11/1/10 // 10 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                          |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| OWNER'S NAME:                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                          |
| OWNER'S ADDRESS                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                          |
| CITY:                           | STATE:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | ZIP CODE:                                                |
| HOME PHONE                      | WORK PHONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | MOBILE PHONE                                             |
| SOCIAL SECURITY NUMBER          | R OR FEDERAL I.D. NUMBER FOR ALL PEOPLE RECEIV                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ING FUNDS                                                |
| IF PAYMENTS ARE M               | IADE TO ANYONE OTHER THAN THE OWNE MONIES PAID TO YOU WILL BE REPO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ER, PLEASE FILL OUT INFORMATION BELOW.  ORTED TO THE IRS |
| NAME:                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                          |
| ADDRESS                         | 0) 11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                          |
| CITY:                           | STATE:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | ZIP CODE:                                                |
| HOME PHONE                      | WORK PHONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | MOBILE PHONE                                             |
| SOCIAL SECURITY NUMBER          | R OR FEDERAL I.D. NUMBER FOR ALL PEOPLE RECEIV                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ING FUNDS                                                |
| DOES TENANT REQUIRE A           | SSOCIATION APPROVAL: 🗆 YES 🗆 NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                          |
| NAME OF ASSOCIATION:            | and the second s |                                                          |
| CONTACT INFORMATION             | FOR ASSOCIATION:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                          |
| FOR UNITS IN A GATED CO         | DMMUNITY – ENTRANCE CODE PHO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | ONE NO                                                   |
| ARE YOU IN ANY WAY REL          | ATED TO THE TENANT?   YES   NO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                          |
| My init                         | ials certify that the rental unit is NOT in the proces                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                          |

AH-06 Revised 6/2012

# BROWARD COUNTY HOUSING AUTHORITY (BCHA) 4780 North State Road 7 Lauderdale Lakes, Florida 33319

## DIRECT DEPOSIT AUTHORIZATION FORM

Housing Assistance Payments are deposited directly to your bank account on the 3<sup>rd</sup> Business day of each month. Monthly Itemized statements will not be malled to you as you are now able to access and manage your account information online through our secure web-based PARTNER PORTAL software system. You will be required to register and create a user account by logging on to the BCHA website at <a href="https://www.bchafl.org">www.bchafl.org</a> and click on the BCHA PARTNER PORTAL and follow the required Instructions.

| DO NOT COMPLETE THIS FORM IF YOU ACCOUNT INFORMATION WITH BCHA,                                                                                  | , CHECK THIS BOX                               | AND STOP HERE.                                  |                                                           |  |  |  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------|--|--|--|--|--|
| SECTION 1 -                                                                                                                                      | (TO BE COMPLI                                  | ETED BY LANDLORD/PA                             | YEE)                                                      |  |  |  |  |  |
| I hereinafter called Owner or Agent, hereinafter called Owner or Agent, hereinafter called Depository, to cred                                   | account indicated b                            | elow at the financial institution               | thority, hereinafter called<br>on named below,            |  |  |  |  |  |
| If the SSN / TIN do not match BCHA records, your direct deposit sign up will not be processed.                                                   |                                                |                                                 |                                                           |  |  |  |  |  |
| If payments are made to an Agent, th                                                                                                             | e IRS 1099 statemer                            | nt will be issued in the name o                 | of the Agent. PRINT CLEARLY                               |  |  |  |  |  |
| Legal Owner                                                                                                                                      |                                                | Agent                                           |                                                           |  |  |  |  |  |
| SSN / Taxpayer ID No:(Must match SSN/TIN on Che                                                                                                  | ck Payment Form or                             | Phone No                                        |                                                           |  |  |  |  |  |
| The authorization immediately remains in termination in such time and in such mar I also agree to notify BCHA of any chang Authorized Signature: | nner as to afford BCH/<br>es to my bank accoun | A and the depository a reasonable tinformation. | notification from me of its e opportunity to act upon it. |  |  |  |  |  |
| Email Address:                                                                                                                                   |                                                |                                                 |                                                           |  |  |  |  |  |
| SECTION 2 - (MU                                                                                                                                  | JST BE COMPLE                                  | TED BY FINANCIAL INST                           | TITUTION)                                                 |  |  |  |  |  |
| DIRECT DEPOSIT TO BE MADE TO: FINANCIAL INSITUTION NAME: MAILING ADDRESS Bank Stamp:                                                             |                                                |                                                 |                                                           |  |  |  |  |  |
| CITY, STATE, ZIP                                                                                                                                 |                                                | IELEPHONE NOMBER.                               | Checking: Savings:                                        |  |  |  |  |  |
| CITY, STATE, ZIP                                                                                                                                 | Checking:                                      | Savings:                                        |                                                           |  |  |  |  |  |
| BANK ROUTING NUMBER (the first r                                                                                                                 | Checking:                                      | Savings:                                        |                                                           |  |  |  |  |  |
| BANK ROUTING NUMBER (the first r                                                                                                                 | Checking:                                      | Savings:                                        |                                                           |  |  |  |  |  |
|                                                                                                                                                  | Checking:                                      | Savings:                                        |                                                           |  |  |  |  |  |
| BANK ROUTING NUMBER (the first r                                                                                                                 | nine digits prior to ti                        | Savings:                                        | ft corner of check):                                      |  |  |  |  |  |
| BANK ROUTING NUMBER (the first r                                                                                                                 | nine digits prior to the                       | Savings:                                        | ft corner of check):                                      |  |  |  |  |  |

IF YOU CLOSE YOUR DIRECT DEPOSIT ACCOUNT NOTIFY BCHA IMMEDIATLEY

THIS AUTHORIZATION FORM ALONG WITH YOUR VOIDED CHECK TO BE SENT TO THE ABOVE

ADDRESS OR FAX NUMBER (954) 497-3733, OR EMAIL TO FINANCE\_DEPT@BCHAFL.ORG.

Mall / Fax/ Email:

## **Request for Tenancy Approval**

U.S Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169 exp. 7/31/2022

Housing Choice Voucher Program

Office of Public and Indian Housing

The public reporting burden for this information collection is estimated to be 30 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Department of Housing and Urban Development (HUD) is authorized to collect the information on this form by Section 8 of the U.S. Housing Act (42 U.S.C. 1437f). Form is only valid if it includes an OMB Control Number. HUD is committed to protecting the privacy of individuals' information stored electronically or in paper form, in accordance with federal privacy laws, guidance, and best practices. HUD expects its third-party business partners, including Public Housing Authorities, who collect, use maintain, or disseminate HUD information to protect the privacy of that information in Accordance with applicable law.

When the participant selects a unit, the owner of the unit completes this form to provide the PHA with information about the unit. The information is used to determine if the unit is eligible for rental assistance. HUD will not disclose this information except when required by law for civil, criminal, or regulatory investigations and prosecutions.

| 1. Name of Public Housi                   | ing Agency (PHA)                                                                            |         | 2. Address of Unit (street address, unit #, city, state, zip code)                                                |
|-------------------------------------------|---------------------------------------------------------------------------------------------|---------|-------------------------------------------------------------------------------------------------------------------|
| BROWARD COL                               | JNTY HOUSING AUTHORITY                                                                      |         |                                                                                                                   |
| 3. Requested Lease Sta<br>Date            | rt 4. Number of Bedrooms 5. Year Const                                                      | tructed | 6. Proposed Rent 7. Security Deposit 8. Date Unit Available for Inspection                                        |
| 9. Structure Type                         |                                                                                             |         | 10. If this unit is subsidized, indicate type of subsidy:                                                         |
| ☐ Single Family De                        | etached (one family under one roof)                                                         |         | Section 202 Section 221(d)(3)(BMIR)                                                                               |
| Semi-Detached                             | (duplex, attached on one side)                                                              |         | ☐ Tax Credit ☐ HOME                                                                                               |
| ☐ Rowhouse/Towr                           | nhouse (attached on two sides)                                                              |         | Section 236 (insured or uninsured)                                                                                |
| Low-rise apartm                           | ent building (4 stories or fewer)                                                           |         | Section 515 Rural Development                                                                                     |
| High-rise apartment building (5+ stories) |                                                                                             |         | Other (Describe Other Subsidy, including any state or local subsidy)                                              |
| ☐ Manufactured H                          | ome (mobile home)                                                                           |         |                                                                                                                   |
|                                           | de or pay for the utilities/appliances indica<br>dicated below by a "T". Unless otherwise s |         | w by an "O". The tenant shall provide or pay for the pelow, the owner shall pay for all utilities and provide the |
| Item                                      | Specify fuel type                                                                           |         | Paid by                                                                                                           |
| Heating                                   | ☐ Natural gas ☐ Bottled gas ☐ E                                                             | lectric | ☐ Heat Pump ☐ Oil ☐ Other                                                                                         |
| Cooking                                   | ☐ Natural gas ☐ Bottled gas ☐ E                                                             | lectric | ☐ Other                                                                                                           |
| Water Heating                             | ☐ Natural gas ☐ Bottled gas ☐ E                                                             | lectric | Oil Other                                                                                                         |
| Other Electric                            |                                                                                             |         |                                                                                                                   |
| Water                                     |                                                                                             |         |                                                                                                                   |
| Sewer                                     |                                                                                             |         |                                                                                                                   |
| Trash Collection                          |                                                                                             |         |                                                                                                                   |
| Air Conditioning                          |                                                                                             |         |                                                                                                                   |
| Other (specify)                           |                                                                                             |         | Drovided But                                                                                                      |
| Refrigerator                              |                                                                                             |         | Provided by                                                                                                       |
| Range/Microwave                           |                                                                                             |         |                                                                                                                   |

| 12. Owner's Certifications                                                                                                                                                                          |                                                                                                                                         |                                                                                                                     | C.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Check one of the following:                                                                        |                                                |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------|--|
| a. The program regulation<br>the rent charged to the<br>is not more than the re<br>comparable units. Own                                                                                            | housing choice<br>nt charged for o<br>ers of projects v                                                                                 | voucher tenant<br>ther unassisted<br>vith more than 4                                                               | Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                    |                                                |  |
| units must complete th<br>recently leased compar<br>premises.<br>Address and unit number                                                                                                            | _                                                                                                                                       |                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | The unit, common areas servicing painted surfaces associated with areas have been found to be lead | such unit or common<br>d-based paint free by a |  |
| 1,                                                                                                                                                                                                  |                                                                                                                                         |                                                                                                                     | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | lead-based paint inspector certification program or under a State certification program.           |                                                |  |
| 2.:                                                                                                                                                                                                 |                                                                                                                                         |                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                    |                                                |  |
| 3,                                                                                                                                                                                                  |                                                                                                                                         |                                                                                                                     | - L                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | A completed statement is attached disclosure of known information and/or lead-based paint hazards  | on lead-based paint                            |  |
| b. The owner (including a party) is not the parent, sister or brother of any the PHA has determined and the family of such of leasing of the unit, not would provide reasonal member who is a perso | , child, grandpar<br>member of the<br>d (and has notifi<br>determination) t<br>vithstanding suc<br>ble accommodat<br>n with disabilitie | ent, grandchild,<br>family, unless<br>ed the owner<br>hat approving<br>th relationship,<br>tion for a family<br>es. | areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.  13. The PHA has not screened the family's behavior or suitability for tenancy. Such screening is the owner's responsibility.  14. The owner's lease must include word-for-word all provisions of the HUD tenancy addendum.  15. The PHA will arrange for inspection of the unit and will notify the owner and family if the unit is not approved. |                                                                                                    |                                                |  |
| Print or Type Name of Owner                                                                                                                                                                         | /Owner Represer                                                                                                                         | itative                                                                                                             | Prin                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | t or Type Name of Household Head                                                                   |                                                |  |
| Owner/Owner Representative                                                                                                                                                                          | e Signature                                                                                                                             |                                                                                                                     | Неа                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | d of Household Signature                                                                           |                                                |  |
| Business Address                                                                                                                                                                                    |                                                                                                                                         |                                                                                                                     | Pres                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | sent Address                                                                                       |                                                |  |
| Telephone Number                                                                                                                                                                                    | Date                                                                                                                                    | (mm/dd/yyyy)                                                                                                        | Tele                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | phone Number                                                                                       | Date (mm/dd/yyyy)                              |  |
|                                                                                                                                                                                                     |                                                                                                                                         |                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                    |                                                |  |

#### Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

### **Lead Warning Statement**

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

| Les | ssor's Disc                                                                             | osure                                                                                                                                                                       |                                                           |                     |  |  |  |  |  |  |  |
|-----|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------|--|--|--|--|--|--|--|
| (a) | Presence                                                                                | Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):                                                                                     |                                                           |                     |  |  |  |  |  |  |  |
|     |                                                                                         | Known lead-based paint and/or (explain).                                                                                                                                    | lead-based paint hazards are prese                        | ent in the housing  |  |  |  |  |  |  |  |
|     | (ii) Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the |                                                                                                                                                                             |                                                           |                     |  |  |  |  |  |  |  |
|     | —                                                                                       | housing.                                                                                                                                                                    |                                                           |                     |  |  |  |  |  |  |  |
| (b) | Records a                                                                               | and reports available to the lesso                                                                                                                                          | r (check (i) or (ii) below):                              |                     |  |  |  |  |  |  |  |
|     |                                                                                         | Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below). |                                                           |                     |  |  |  |  |  |  |  |
|     |                                                                                         | Lessor has no reports or records paint hazards in the housing.                                                                                                              | pertaining to lead-based paint and                        | d/or lead-based     |  |  |  |  |  |  |  |
|     |                                                                                         | nowledgment (initial)                                                                                                                                                       |                                                           |                     |  |  |  |  |  |  |  |
| ٠,  | 1                                                                                       | Lessee has received copies of all                                                                                                                                           |                                                           |                     |  |  |  |  |  |  |  |
| (d) |                                                                                         | Lessee has received the pamphle                                                                                                                                             | et Protect Your Family from Lead in Yo                    | our Home.           |  |  |  |  |  |  |  |
| Ag  | enťs Ackn                                                                               | owledgment (initial)                                                                                                                                                        |                                                           |                     |  |  |  |  |  |  |  |
| •   |                                                                                         |                                                                                                                                                                             | f the lessor's obligations under 42 to ensure compliance. | U.S.C. 4852(d) and  |  |  |  |  |  |  |  |
| Ce  | rtification                                                                             | of Accuracy                                                                                                                                                                 |                                                           |                     |  |  |  |  |  |  |  |
| The | e following                                                                             |                                                                                                                                                                             | ion above and certify, to the best of the curate.         | eir knowledge, that |  |  |  |  |  |  |  |
| Les | sor                                                                                     | Date                                                                                                                                                                        | Lessor                                                    | Date                |  |  |  |  |  |  |  |
| Les | see                                                                                     | Date                                                                                                                                                                        | Lessee                                                    | Date                |  |  |  |  |  |  |  |
| Age | ent                                                                                     | Date                                                                                                                                                                        | Agent                                                     | Date                |  |  |  |  |  |  |  |

## Lease MUST state the following per HUD regulations: (982.308)

- **❖** Full Name of Owner and Tenant
- Address of Unit (including apt #, City, State, Zip)
- **❖** Monthly Rent to Owner
- ❖ The term of the lease (Initial term and any provisions for renewal such as month to month, 12 months, etc.)
- Specify Utilities and Appliances to be supplied by the owner and tenant
  - Must specify who pays for or supplies: electric, water, sewer, trash, natural gas, refrigerator, stove, air conditioner and any additional appliances
- Specify, if applicable Lawn and Pool Maintenance Responsibilities
- **❖** HUD Tenancy Addendum MUST be attached to the lease

THIS DOCUMENT IS NOT A LEASE



## **Building on Success**

# INITIAL RENT SURVEY AMENITIES CHECKLIST

| Please con<br>disapprov |                           |                                     |           |       | tirety. An    | "inco  | mplete'            | ' form wi                   | ll d | lelay the appro | val or |
|-------------------------|---------------------------|-------------------------------------|-----------|-------|---------------|--------|--------------------|-----------------------------|------|-----------------|--------|
|                         |                           |                                     |           |       |               |        |                    |                             | _    |                 |        |
| Owner Nam               | ne:                       |                                     |           |       |               | _Con   | tact phon          | e number:                   |      |                 |        |
| Cell phone              | numb                      | er:                                 | -3;       |       | E-mai         | il:    |                    |                             |      |                 |        |
| Rent amoun              | ıt requ                   | uesting: S                          | S         |       | Total nı      | ımber  | bedroom            | ıs:                         | Ye   | ar unit built:  |        |
| Total numb              | er bat                    | throoms i                           | n unit:   |       | Full b        | athro  | om:                | Half                        | bat  | hroom:          |        |
| Total Squar             | e Foo                     | otage                               |           | Chec  | k one below   | for t  | ype of u           | nit:                        |      |                 |        |
| House $\square$         |                           |                                     | se/Townl  | iouse |               | en W   | alk Up [           | High                        |      | ise Duplex      | κ 🗆    |
| Electric                | Wa                        | ter                                 | Sewer     | Т     | Trash         | Gas    |                    | Lawn                        |      | Pest Control    |        |
| Ziooti io               |                           |                                     |           |       |               |        |                    |                             |      |                 |        |
|                         |                           |                                     | Please    | chec  | k off amenit  | ties p | rovided            | by owner                    |      |                 |        |
| Washer/Di               | ryer                      | Dis                                 | hwasher   | ]     | Refrigerator  |        | Garbage            | Disposal                    |      | Gated           |        |
| Stove                   |                           | Mie                                 | crowave   | )     | Laundry Roon  | n      | Central .          | AC                          |      | Wall Unit A/C   |        |
| I certify the Unit      | ne fol<br>is rea<br>icant | llowing:<br>idy for in<br>/Particip | aspection | and i | in move in co | nditio | on:(I<br>ne actual | nitial above<br>unit they i | )    | end to rent:    |        |
| Date submi              | itted                     | to Inspe                            | ctions de | partm | ent:          |        | Rei                |                             | -    |                 |        |
| Applicant/              | Parti                     | cipant n                            | ame:      |       | (Plea         | se pri | nt)                |                             | -    |                 |        |
| CURRENT                 | r LE                      | ASE EX                              | PIRATIO   | ON DA | ATE:          |        |                    | (if applic                  | abl  | le)             |        |
| Approved b              | ved repoy Land            | nt \$dlord/owne                     | r         |       |               |        |                    |                             |      |                 |        |



# **Building** on Success

|                   |                               | Record                                                                                                          | Search for                     | r Housing                                                                                      | W. 10 April 2007 10 10 10 10 10 10 10 10 10 10 10 10 10 |
|-------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Ter               | nant Name                     | e:                                                                                                              | Intake                         | /Occupancy Specialist:                                                                         |                                                         |
|                   |                               |                                                                                                                 |                                |                                                                                                |                                                         |
| <u>Ins</u><br>Thi | truction:<br>s form wil       | Submit this form to request an extension I help you keep a record of your search f                              | on your Vouc<br>or housing. En | ter the information for e                                                                      |                                                         |
| ***               | ******                        | *******Additional s                                                                                             | space added on i               | reverse side*******                                                                            | ***                                                     |
| 1                 | Date                          | Complete Unit Address                                                                                           | Amount of Rent                 | Owners Name                                                                                    | What Happen?                                            |
|                   |                               |                                                                                                                 |                                |                                                                                                |                                                         |
|                   |                               |                                                                                                                 |                                |                                                                                                |                                                         |
|                   |                               |                                                                                                                 |                                |                                                                                                |                                                         |
|                   |                               |                                                                                                                 |                                |                                                                                                |                                                         |
|                   |                               |                                                                                                                 |                                |                                                                                                |                                                         |
|                   |                               |                                                                                                                 |                                |                                                                                                |                                                         |
| To                | -ant Sign                     | nature:                                                                                                         |                                | Dat                                                                                            | e:                                                      |
| The               | e Housing A                   | Authority is required to collect data regarding your Specialist:                                                |                                |                                                                                                |                                                         |
|                   |                               | i find is causing you difficulty in locating a s                                                                | suitable unit for              | your family? (Check all tha                                                                    | at apply)                                               |
|                   | ☐ Trans ☐ Secur ☐ Cond ☐ GoSe | portation difficulties ity Deposit Amounts Required ominium Association ction8 Listings are outdated/inaccurate | □ R<br>□ U<br>□ D<br>□ O       | ent Amounts requested by<br>nits are already rented<br>ifficulty with listings/resou<br>ther:  | the landlords  arce other than Go Section 8             |
| 2.                | Are you sea                   | arching in only one particular area (example                                                                    | : Plantation)? If              | so, which city?                                                                                |                                                         |
| 3.                | What amen                     | ities attract you to the city you are searching                                                                 | g in? (Check all t             | that apply)                                                                                    |                                                         |
|                   | Fam Doc                       | nsportation Availability<br>illy/Friends nearby<br>tors and Medical services<br>e landlords accept Section 8    |                                | Location/Grades of School<br>Employment<br>Location of Grocery Stores<br>Other services nearby |                                                         |

# **Record Search for Housing**

| Date | Complete Unit Address | Amount of Rent                           | Owner's Name | What Happened? |
|------|-----------------------|------------------------------------------|--------------|----------------|
|      |                       |                                          |              |                |
|      |                       |                                          |              |                |
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|      |                       |                                          | 5            |                |
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