

HCV MOVE PROCESS

1

Participant attends HCV briefing, receives, signs and date voucher. Receives for Tenancy Approval Packet for new unit. Completes highlighted area.

2

Participant reviews documents in moving folder. Reviews 'Happy Estimator' to determine the maximum rent amount they qualify for.

3

Participant locates a unit. Once selection is made the Request for Tenancy Packet is given to the owner/landlord.

6

Inspection will be scheduled within 15 days. DO NOT sign lease or move in prior to inspection passing!

5

Housing Specialist reviews and process RFTA (3-5 business days to process). If eligible for unit, HQS Inspection will be scheduled.

4

Owner/landlord completes packet. Request for Tenancy Approval (RFTA) packet is returned to OCHA.

7

Once the unit has passed HQS Inspection, Congratulations! You can move in! Sign your lease!

8

Owner/Landlord will submit the executed lease and provide what is needed, i.e. dates

9

Once Lease and Housing Assistant Payment (HAP) Contract are completed, the move will be completed. HAP letter will be sent to notify the portion of rent to pay.