

When a Voucher Becomes Available

- When a voucher becomes available the next person on the list is notified by mail in the form of a letter. This letter includes:
 - a Personal Declaration form to update information,
 - Appointment date and time
 - What to bring with you to the interview.

- Meeting
 - Explain how the program works
 - Process paperwork
 - Issue voucher

- Family Searches for Unit
 - Locate a unit based upon family size and Fair Market Rent

- Family finds a unit to lease and
 - Discusses program with owner
 - Submits a Request for Tenancy Approval form to owner
 - Notifies Housing Authority of potential unit

- Housing Authority
 - Schedules an appointment to meet with owner
 - Receives the Request for Tenancy Approval form from owner
 - Discuss rent and review HAP contract
 - If approvable so far, HQS is scheduled
 - If passes HQS, family and owner execute lease

- Family moves into unit