



District of Columbia Housing Authority

1133 North Capitol Street, N.E.
Washington, D.C. 20002-7599
(202) 535-1000

Adrienne Todman, Executive Director

DCHA HCVP Lease-Up Process

Effective February 1, 2011

1. Families are required to attend a voucher briefing prior to obtaining a new or transfer voucher;
2. Families must submit a completed Request for Tenancy (RFT) lease-up package to HCVP Leasing Division within the 180 days of voucher issuance;
3. DCHA HCVP will validate the following prior to accepting a RFT package:
 - a. Signatures of both the head-of-household and potential property owner/landlord on the form HUD-52517;
 - b. The voucher has not expired;
 - c. The family is in good standing to transfer with continued assistance;
 - d. The owners requested rent falls within the range pre- approved by DCHA HCVP;
 - e. The recorded deed showing ownership is attached (if not on file);
 - f. An executed management agreement (if applicable);
 - g. A copy of the lease to be used;
 - h. The most recent copy of the water bill with a balance of \$50 or less (if family was responsible for water consumption);
 - i. An executed Lead-Base Paint Notice;
 - j. Completed W9 forms;
 - k. Copy of notice the participant served to their landlord of their intent to terminate the lease or 30 day Intent to Vacate Form; note: *HCVP will validate any emergency move that may not require a 30 day notice to the landlord;*
 - l. An executed HQS Initial Inspection Checklist.
4. Upon a complete submission of the RFT package, HCVP will schedule the initial HQS inspection;
5. A HQS inspection must be completed prior to the participant occupying the unit. ***Under NO circumstances will HCVP begin HAP payments on a residence that has not passed the HQS inspection;***
6. Once HCVP Leasing has received notification that the residence has passed the HQS inspection, the Leasing Supervisor and/or Leasing Manager will assign a Leasing Technician to complete all necessary internal documents, which is to include preparation of the HAP contracts to be executed between the owner and DCHA;
7. Owners and/or managing agents will no longer be required to come to the DCHA Central Office to complete the lease-up process. HCVP will forward by both mail and/or email to the owner/managing agent the following:
 - a. HAP contract to be signed by the owner/managing agent;

- b.* HCVP lease form that is to be completed by both owner/managing agent and participant; the lease must include a utility clause which specifies which party (landlord or tenant) is responsible for utilities. The security deposit may not exceed the approved contract rent.
- c.* An approved lease that must be executed by both the participating family and owner/managing agent (*note: the lease and HAP contract must have the same effective date;*
- d.* HCVP Rent Determination Letter executed by the participating family;
- e.* Owner/Managing Agent will have no more than **10 days** to return **ALL** executed documents. Failure to do so will result in termination of the RFT package;
- f.* HCVP will release payment to the owner/agent upon successful submission of all executed lease-up documents. HCVP releases payments on behalf of its participants to the owner/managing agent on the 1st or 15th of each month.

******If the tenant does not take possession of the unit on the date stated in the contract, the unit may have to be re inspected and the tenant may not be able to transfer until the 1st of the following month.***

******The tenant is responsible for the security deposit; DCHA does not assist in this matter. In addition, tenant will also be responsible for their portion of the rent, which will be stated in the Lease Up documents sent by email and/or mail.***

Standard Terms:

HCVP – Housing Choice Voucher Program

DCHA – District of Columbia Housing Authority

RFTA – Request for Tenancy Approval

HQS – Housing Quality Standard

HUD – Housing and Urban Development

RFT- Request for Tenancy