



HCVP LEASING DEPARTMENT

“Steps to a Successful Lease-Up”

The HCVP Leasing Department is responsible for educating new and transfer program participants on the obligations, rules, and procedures of the Housing Choice Voucher Program. This department also processes lease-ups that determine rent determination and initiate contract and lease execution.

The process for conducting a lease-up in HCVP is summarized in steps below:

STEP ONE



HCVP BRIEFING

- HCVP Leasing Staff conduct briefing to educate families in the Housing Choice Voucher Program regulations and procedures.
- At the conclusion of the briefing, issues the family a Housing Choice Voucher (for Voucher Participants) and Request for Tenancy (RFT) Lease-up Package to begin looking a unit.

STEP TWO



FAMILY SUBMITS LEASE-UP PACKAGE

- Receptionist receives RFT package and verifies that all pertinent documentation and signatures are included.
- Receptionist provides tenant with an acknowledgement receipt upon acceptance of completed RFT.

STEP THREE



INSPECTION IS SCHEDULED

- HCVP Inspector conducts initial Housing Quality Standards (HQS) Inspection of the proposed unit to ensure that the unit is decent, safe, and sanitary.
- If the unit fails to meet HQS, the Inspector will schedule a re-inspection of the unit.
- Once a unit passes inspection, the Inspector will schedule a date and time for the Landlord and Tenant to come in the office to finalize the contract and lease signing.

STEP FOUR

OWNERSHIP VERIFICATION

- The HCVP Finance Department verifies the ownership and management agreement (if applicable) through the District of Columbia Recorder of Deeds to ensure that the correct owner and

payee are set-up, correct utilities, and correct inspection and unit information are set-up in the database.

STEP FIVE



RENT REASONABLENESS

- A market analysis is conducted on the unit to determine rent reasonableness. The Rent Reasonableness analysis ensures that the rent to owner is reasonable based on current rents for *like unassisted units* in the immediate area. This analysis is based on the nine (9) HUD factors which are location, utilities, quality, size, unit type, age, amenities, housing services, and maintenance.

STEP SIX



LEASE- UP

- HCVP Leasing Staff package file, verify income and assets, and retrieve/merge permanent/transfer documents for database processing.
- They also walk the landlord/owner and tenant through finalization of lease-up including Housing Assistance Payment (HAP) Contract and lease signing.

