

## **STEPS TO BECOME A PARTICIPATING LANDLORD**

- Find an eligible tenant (i.e. a Housing Choice Voucher holder)
- Approve the tenant for your unit (do your screening process)
- Complete the Request for Tenancy Approval
- Submit the Request for Tenancy Approval to WCCA along with a copy of your lease
- WCCA reviews proposed unit for affordability and comparability
- WCCA performs Housing Quality Standards (HQS) Inspection
- When unit passes HQS and tenant has possession and utility service, obtain Tenant Rent and Housing Assistance Payments (HAP) amounts from WCCA.
- Collect security deposit and tenant rent amount and execute your lease. Prorate first month's rent if necessary.
- WCCA then prepares Housing Assistance Payments (HAP) Contract for signatures
- HAP payments begin after HAP contract execution