



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 own screening process).
- Complete the Request for Tenancy Approval form and submit to WNCSource along with a sample copy of your lease.
- WNCSource reviews proposed unit for affordability and comparability.
- WNCSource schedules a HUD Housing Inspection with a qualified inspector. Landlords are encouraged to be present during the inspection.
- Once the unit passes inspection, the lease and assistance may begin. Collect the security deposit and present WNCSource with a signed copy of the lease. Prorate first month's rent if necessary.
- WNCSource prepares the Housing Assistance Payment (HAP) contract for signature by the landlord/property manager. HAP payments begin the following month with any prorated amounts included in this initial payment.