



- Step 1: Client submits a HCVP Request to Move Form approved and signed by owner with the move out date.
- Step 2: The client's file is reviewed to determine if they qualify to receive a voucher.
- Step 3: If client qualifies, they will receive a voucher, RTA and other required moving documents within 30 business days through the mail. If client does not qualify, they will receive a denial letter within 30 business days stating the reason for denial.
- Step 4: Once the client has found housing of choice (www.summithousingsearch.org, 1-877-428-8844), the owner or agent must complete and submit the Request for Tenancy Approval form, a signed copy of the voucher and any other required forms attached to the RTA packet. If porting, complete the port form and return with signed voucher.

****FORMS THAT ARE NOT COMPLETED IN THEIR ENTIRETY WILL NOT BE PROCESSED UNTIL THEY ARE COMPLETED. RTA'S THAT ARE RECEIVED WITHOUT VOUCHERS WILL NOT BE ACCEPTED.**

- Step 5: Within 3 business days, the Contract and Leasing team will contact the owner or agent and provide them with an upfront rental quote.
 - If accepted, the RTA will be scheduled for inspection within 10 business days.
 - If declined, the client will be contacted to pick up a new RTA if eligible.
- Step 6: Once the unit passes inspection, the owner or agent will be contacted to finalize the rental offer, as well as find out when the client is going to receive the keys to the unit, which is when the contract will become effective, subject to completion of documents (see step 8). Per the Family Obligations, the utilities are to be transferred at the time of contract and maintain payments.
 - If the owner or agent does not accept the finalized rental offer, the client will be reissued an RTA.

***Please note: the effective date cannot be prior to the passed inspection date if the client received the keys prior to the passed inspection date.*

Over

- Step 7: The Contract and Leasing team will type and mail out the contract for the owner or agent to review. The owner or agent will be required to sign the contract and return to AMHA along with the lease, and tenancy addendum (both of which can be downloaded from the Landlord Portal). The lease must match the contract in regards to the utilities, rental amounts and dates for the term of the lease.

- Step 8: Once returned, the Contract and Leasing team will review the documents to ensure compliance. If any information is incorrect or the lease has not been submitted with the HAP contract, the owner or agent will be contacted. Payments will not begin until the HAP and lease have been received and are in compliance with AMHA requirements.

- Step 9: Once the documents have been determined to be in compliance, payment will be released for the next payment cycle.

- Step 10: Security deposits are not subsidized and cannot be approved more than the approved contract rent. A client can verify the contract amount when the lease is signed.

**** Important tips:**

The date an RTA expires is not the date it must pass inspection. For example an RTA that expires 5/1/13 will still be processed as long as it is submitted and date stamped by AMHA before 5/1/13.

Units must be vacant and in move in condition. We will not complete an inspection if we go to the unit to find that it is not. It will be considered a failed inspection.

Once an RTA has been submitted, the unit has 45 days to be scheduled for an inspection and after the first inspection the unit has 30 days and up to 3 inspections to pass.

It is important to communicate with the owner or agent during this time because they will know status of inspections and the rental amount. If you call our office regarding either of those issues, we will refer you back to the owner or agent.

Resource Links:

Summit Housing Search	www.summithousingsearch.org 1-877-428-8844
Fair Housing	www.fairhousingakron.org
Community Legal Aid	www.communitylegalaid.org
Job and Family Services	www.jfs.ohio.gov
Child Support	http://jfs.ohio.gov/Ocs/CustServWebPortalWelcome2.stm
Social Security	www.ssa.gov