

## LEASE REQUIREMENTS

After the unit has passed inspection, the Landlord and the Family must sign the lease AND give it to this agency right away. We are unable to sign a Housing Assistance Payment (HAP) Contract until we receive a signed lease.

Please note that if the HAP contract is not signed within 60 days of the lease start date, it becomes VOID and no Housing Assistance Payments (HAP) will be made (24 CFR 982.308(d)).

### **THE LEASE MUST STATE THE FOLLOWING PER HUD REGULATIONS:**

#### **24 CFR 982.308(c)(4)**

- Full Name of Owner and Tenant
- Address of Unit (including Apt #, City, State, Zip)
- Monthly Rent to Owner
- The term of the Lease (Initial term and any provisions for renewal such as month to month, 12 months, etc.)
- Specify Utilities and Appliances to be supplied by the owner and tenant
  - Must specify who pays for or supplies: electric, water, sewer, trash, natural gas, refrigerator, stove, air conditioner and any additional appliances.
- Specify, if applicable, Lawn and Pool Maintenance responsibilities.
- HUD Tenancy Addendum **MUST** be attached to the lease

**1<sup>st</sup> HAP PAYMENT → DEPENDENT ON A SIGNED HAP CONTRACT!**  
***(Avoid unnecessary delays and respond to request for information immediately!)***  
**IT COULD TAKE UP TO 2 WEEKS FOR THE 1<sup>ST</sup> PAYMENT TO BE RELEASED AFTER THE HAP CONTRACT IS SIGNED**

It takes up to 3 business days for funds to show in your account after BCHA sends payment.

**LANDLORDS** – Please register for the PARTNER PORTAL on BCHAFL.ORG to keep updated on payments, inspection appointments and results

**THIS DOCUMENT IS NOT A LEASE**