



## Steps to becoming an EHV landlord

1. **Advertise available property at [AffordableHousing.com](https://www.AffordableHousing.com).** You may list properties free of charge. You may also wish to advertise your property through an alternative source. If so, please place in your ad that "vouchers are welcome."
2. **Screen Applicants.** Once your property is listed, it is your responsibility to legally screen applicants for suitability as tenants. If you receive calls from applicants interested in your unit, take applications, show your unit, and choose a family you are interested in renting the unit to.
3. **RFTA. (Request For Tenancy Approval) Packet.** The family chosen by the owner will provide the owner with a packet of moving forms. Please fill out the forms completely. Both you and the participant should sign and date all forms where indicated. The owner or participant must return the RFTA to the PHA. **Please make sure that the applicant has an EHV voucher.** This can be verified at the top right corner of the RFTA. It will state "EHV". In addition, the voucher number will be **V-6143ER**.
4. **Inspection.** An inspection will be scheduled on the available unit. All units must pass a Housing Quality Standard (HQS) inspection to qualify for the program. You will be notified of the date and time of the inspection. If the unit fails, you will be given a list of failed items and ample time to make corrections to the unit. A re-inspection will then be scheduled, and a final rent offer is made after the unit passes inspection.
5. **HAP Contract.** Once the unit passes the HQS inspection, a final rent offer will be made. Upon acceptance, a move-in date will be established. You will be required to sign the HAP contract. The HAP Contract is the agreement between the landlord and LMH.
6. **EHV Landlord Incentive:** Once you have leased your unit and signed the HAP contract you may request your incentive payment. To request the incentive payment, fill out the EHV Landlord Incentive form. ([Insert link](#))
7. **HAP Payment.** After the contract is signed by the owner, the monthly HAP payments will begin. LMH will make the initial HAP Payment and continue to make monthly payments if the participant and the property continue to meet program criteria. All new owners must sign up for Direct Deposit of their monthly HAP payment. Also, it is the owner's responsibility to collect the participant's monthly portion of the rent and enforce the lease.

