

When does the Housing Authority begin to make rental payments?

After the unit has been inspected and approved and the rent agreed upon, and upon receipt of a signed lease by both parties, a Housing Assistance Payments Contract (HAP Contract) will be prepared. This is the document between the Authority and the landlord that explains the responsibilities of each under the program rules. The Contract will indicate how much will be paid by the Housing Authority (the Housing Assistance Payment or HAP).

You will receive in the mail a completed HAP Contract for your signature. A standard lease which you use for open-market rentals should be used listing any additional terms and conditions agreed upon between yourself and the tenant. The Lease effective date should coincide with the date of the HAP Contract.

Before any rent payment can be made, the Housing Authority must have all the signed paperwork, HAP Contract and lease returned to the office for processing. Once the paperwork is received, the Housing Authority will process the file to the Finance Department for payment and send the landlord a copy of the signed HAP Contract. The landlord can usually expect payment within two weeks from the date the Housing Authority receives all of the signed paperwork. After the initial payment, the landlord will begin to receive checks approximately the first of each month.

Please note that the tenant is not responsible for the HAP. The owner cannot terminate tenancy because the HAP has not been paid by the Housing Authority. If for some reason you do not receive a check in the mail please contact the Section 8 Department as soon as possible to resolve the situation.