



Pierce
County
Housing
Authority

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Expediting Lease and Payment Approval

We have reviewed our initial approval process in an effort to expedite your rental payments and have identified several key areas that often delay the processing of PCHA's rental payments. With your cooperation, we can solve many of the issues that cause delays in processing payments.

1. Our most commonly missed lease specification is the Appliance responsibility. By HUD law, the lease and Housing Assistance Payment (HAP) contract are required to "match". Refrigerator and range/stove are the only 2 appliances recorded on the HAP; therefore ***every lease MUST have a clause or addendum that states "Owner/tenant provides refrigerator and range"***. These items can also be supplemented in a move in report, *signed* unit inventory list, or in a miscellaneous category on the lease.
2. Utilities paid by owner and utilities paid by the tenant must be the same on the lease and the HAP contract. We draw up the HAP based on the Request for Tenancy Approval form, the initial paperwork that the Landlord fills out and signs. ***Please notify us ASAP if there is an error on the RFTA, these changes MAY effect the calculation of rent or amount of rent that is approved.***
3. Lease term dates are often problematic because many times the client moves in before the inspection or in the middle of the month when we have already paid on their previous unit, and the HAP cannot take effect until the inspection has been done. ***Lease start dates must match what the HAP contract says.*** Many people are also confused by the end dates- because we cannot pro-rate the last month of a HAP, nor can our contract go over 12 months. ***Lease end dates will always be 12 months after the lease begins, on the last day of the month prior to the start month.*** (For example, a lease that starts on December 25, 2017 will have to end on November 30, 2018).
4. ALL OCCUPANTS MUST BE COUNTED ON THE LEASE. Adult tenants (anyone over 18) have to be named on the lease and all minors must at least be counted (i.e. Section 8 Tenant + 2 minors). Unauthorized tenants cannot live in the unit and will need to be removed from the lease. In the case of birth, adoption, or emergency placement we can allow for the unauthorized occupant to remain as long as PCHA was properly notified and the Landlord is aware of the tenant. When the unauthorized occupant is a child that lives with the tenant 50% or less, we do not count them as part of the household and only require a written note from the tenant attached to the lease stating this.
5. A few minor details to remember:
 - Make sure the unit number and address are correct and include the zip code of the unit.
 - The landlord's name must be legible somewhere on the lease.
 - Rent amount on the lease and the HAP have to be the same.
 - Keep us updated as to your contact information; Good communication with the Housing Authority is the best way to guarantee speedy approval. (please request a Landlord Change of Address form and use the appropriate spaces to update your email, phone, address, or the name of your new landlord[management company])
 - Any and all corrections made to the lease require both tenant and landlord initials by each change. **THE TENANT IS NOT A PARTY TO THE HAP CONTRACT; THEREFORE, ANY LEASE CORRECTIONS NEEDED CANNOT BE SUPPLEMENTED BY THE HAP FORM.**

If you have any questions or concerns that were not addressed, please contact Pierce County Housing Authority's Landlord Liaison at (253)620-5467.