




HOW WILL I BE PAID?

I have a person with a voucher living at one of my properties or an applicant wanting to live there. I have approved them to live in one of my properties. How will I be paid?

Thank you for participating in the OACAC Housing Assistance Program! There are a few steps before the first Housing Assistance Payment (HAP) will be issued.

1. The tenant will give you a **Request for Tenancy Approval (RFTA)** form for you to complete and submit to our office.
2. When the RFTA is received in our office, the Housing Specialist will now review the figures:
 - Rent charged
 - Tenant income
 - Utility allowance for tenant paid utilities
 - Rent reasonable comparison
3. When the Housing Specialist determines the unit meets program requirements, the HUD home inspector will schedule an appointment with the tenant and you, if you are available, to conduct the HUD home inspection. (See the link for the Section 8 inspection guide for information on what we look for at the inspection.) When the unit passes inspection, we can begin assistance for the tenant *effective* the day after the unit passes the HUD home inspection or when the tenant is moving in the unit, after it passes inspection. If the tenant is in the process of a **UNIT TRANSFER** with assistance, pro-rated rent may not be an option. Please contact the Housing Specialist for more information.
4. The file will be submitted for processing and reviewed for accuracy. When processed, the **Housing Assistance Payments Contract (HAP Contract)** is prepared and mailed for owner/landlord signature. A letter outlining the amount of rent OACAC will pay and the amount the Tenant is to pay will be included in this mailing. The timeframe for this process is generally between 5 to 15 business days.
5. Once the signed HAP Contract is returned to our office, we will issue the HAP payment at the next payment release date. A copy of the signed lease must be returned with the signed HAP Contract if it was not already submitted to the Housing Specialist. The HUD Tenancy Addendum is attached to the lease. (See the link for a sample of the HAP Contract and Tenancy Addendum). Our regular payment release dates are the **first working day of the month** and a mid-month run **on or about the 15th**. It may be that you will receive your first and second month payments together depending on processing time. After that your payment will be made the first working day of the month. The tenant will pay their portion of the rent (if any) directly to you.
6. The preferred rental payment method is via ACH Direct Deposit to your bank account. (See the link for the Direct Deposit Authorization form.) The payment remittance advice, “check stub”, will be emailed to you and will show the breakdown of tenant names and the Housing Assistance Payment amount for each tenant. If you do not have an email address, a paper check stub will be mailed to you. Please call the Housing office to discuss alternate payment methods should direct deposit not be available for you.

Find OACAC Housing on the web! <https://oac.ac/housing-assistance>

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