

CityFHEPS Leasing Frequently Asked Questions

Do I need to schedule a lease signing with HRA?

No. CityFHEPS does not require a lease signing at HRA. All leasing documentation must be included in the CityFHEPS Leasing Package, compiled by the service provider. Once the provider has received the package, the apartment or room has passed a safety and habitability assessment, and the Human Resources Administration (HRA) has verified tenant eligibility, checks will be generated by HRA and sent to the service provider. Your lease signing can be coordinated directly with the tenant's shelter or community-based provider.

When should the lease start?

Ongoing HRA rental assistance payments can only be made on the first day of the month, but the initial lease signing and key exchange may take place at any time after the provider notifies you that the checks are ready. If the tenant can move prior to the start of the month, partial payment (or prorated rent) is available under certain circumstances.

Move will take place:	HRA provides rent for:
January 1, 2, or 3	January
January 4 – 28	January (prorated by day), February
January 29, 30, or 31	February

When CityFHEPS is used in an apartment or room already occupied by the tenant at risk of homelessness so that the tenant may stay in the community, the lease should start on the date agreed upon in the court stipulation or other agreement in coordination with the arrears payment.

What funds will HRA provide at the start of the lease for a new apartment?

- Prorated rent (if applicable)
- A landlord bonus (if currently offered by the City)
- A unit hold incentive (one month's rent, if applicable)
- A broker's check (if applicable) for up to 15% of the annual rent
- Up to 12 months' subsidy rent in advance:
 - Advance rent will include the entire first month's rent and the rental assistance amount for up to 11 additional months.
 - The rental assistance amount does not include any monthly tenant contribution or ongoing public assistance shelter allowance for tenants with no contribution.

What funds will HRA provide for a new room rental?

- Prorated rent and the first month's rent in full plus the CityFHEPS rental assistance payment for the next 3 months.
- A broker's check (if applicable)

What funds will HRA provide for an apartment or room rental where the tenant already resides?

- Arrears accumulated prior to the start of the program (subject to reasonableness and other limitations)
- One month rent up front (except for public assistance shelter allowance).

When will the landlord begin to receive further payments?

- **Rental Assistance Payments:**
 - New Apartments: Either four months or twelve months after the date of the lease
 - New Rooms: Four months after the date of the lease
 - Current apartment or room: One month after the start of the lease
- **Tenant Contribution:** Begins the month after the start date of the lease.
- **Shelter Allowance:** Begins (if applicable) the month after the start date of the lease.

If a tenant qualifies for cash assistance the landlord could receive four checks each month: the rental assistance and tenant contribution, if applicable, near the beginning of the month and the shelter allowance, which is made in two payments each month.

The information in this pamphlet provides general information about the CityFHEPS leasing process and the CityFHEPS Rental Assistance programs. It is not intended to provide full details concerning leasing or the operation of the programs.

CityFHEPS Leasing Package Checklist

New Apartment or Room Rental by Landlord

- A lease or rental agreement for at least one year
- Proof of Ownership
- Landlord's W9 or substitute W9
- Landlord Information Form (**DSS-8f** or **DSS-8g**)
- Room Rental Allocation Form (**DSS-8d**) (if applicable)
- Security Voucher (**W-147N**)
- Unit Hold Incentive (**HRA-145**)
- Broker's Request for Enhanced Fee Payment by Check (**HRA-121**) and License (if applicable)

If Preserving Current Apartment

- A lease or rental agreement for at least one year
- Proof of Ownership
- Landlord's W9 or substitute W9
- Landlord Information Form (**DSS-8f** or **DSS-8g**)
- Court documents
- Breakdown of arrears