

Deadline Date for Next Check Run: _____

Instructions for Property Owners to Receive Housing Assistance Payments (HAP)

Thank you for partnering with our housing program. To ensure timely and accurate Housing Assistance Payments (HAP), please follow the steps below:

Step 1: Complete the Required Paperwork

Before payments can begin, you must submit the following documentation:

- **W-9 Form** (Request for Taxpayer Identification Number and Certification)
- **Direct Deposit Authorization Form**
- **Management Agreement** (if a third party is managing the unit)
- **Transfer of Ownership Form** (*if applicable*)

All forms must be completed in full, signed, and returned to our office.

Step 2: Submit Request for Tenancy Approval (RFTA) and Copy of Proposed Lease

Prior to inspection, you must complete and submit a **Request for Tenancy Approval (RFTA)**. This form is required to:

- Confirm the proposed rent is reasonable and affordable for the tenant, based on program guidelines
- Begin the rent approval process
- Schedule the required inspection

Do not schedule a move-in or sign a lease until the RFTA is approved and the unit passes inspection.

Step 3: Pass NSPIRE Housing Standards Inspection

Once the RFTA is approved, the unit must pass an inspection under **NSPIRE (National Standards for the Physical Inspection of Real Estate)** before a HAP contract can be finalized.

Please ensure:

- The unit is clean, safe, and move-in ready.
- All systems meet current NSPIRE health and safety standards.
- Any deficiencies are corrected before re-inspection.

Our office will contact you to schedule the inspection.

Step 4: Sign the HAP Contract and Lease Agreement

After the unit passes inspection:

- You will sign a **Housing Assistance Payments (HAP) Contract** with our agency.
- You and the tenant must also sign a lease agreement that matches the terms approved in the RFTA.

No payments will be made until both documents are fully executed.

Step 5: Payment Processing

- HAP is paid **directly to the property owner** via direct deposit.
- Payments are issued **monthly**, typically around the **first business day** of each month.
- The first payment may take up to **30–45 days** from the tenant's approved move-in date, depending on the timing of documentation and inspections, **due to check run schedules**.

HAP is only paid for periods when the tenant is eligible, and the unit remains in compliance.

Step 6: Maintain Compliance

To continue receiving HAP:

- Ensure the unit continues to meet **NSPIRE standards**.
 - Cooperate with required inspections and recertifications.
 - Notify the agency of any changes in ownership, management, or tenancy.
 - Follow VT Landlord/ Tenant Law
-