



OWNER AND TENANT ACKNOWLEDGEMENT

IMPORTANT
DO NOT USE WHITE OUT TO CORRECT ERRORS. CROSS OUT THE ERROR AND WRITE THE CORRECT INFORMATION. BOTH PARTIES MUST INITIAL THE CHANGE.

IT IS STRONGLY RECOMMENDED THAT THE OWNER AND TENANT COMPLETE AND REVIEW THIS DOCUMENT TOGETHER.

VOUCHER EXPIRATION DATE: _____ **VOUCHER BEDROOM SIZE:** _____

MOVE SPECIALIST: _____ **PHONE:** (562) 570 - _____

TENANT NAME: _____

PROPOSED UNIT ADDRESS: _____ **APT#:** _____

CITY: LONG BEACH **STATE:** CALIFORNIA **ZIP CODE:** _____ - _____

1. The Housing Authority (HA) is not responsible for any portion of the rent prior to execution of the Housing Assistance Payment Contract. (_____) Owner initial (_____) Tenant initial
2. Owner/Agent may not charge for services, facilities or amenities that have not been included in the lease and approved by the HA. (_____) Owner initial (_____) Tenant initial
3. The Owner/Agent may require the tenant to pay full rent until the HA makes the first assistance payment. This could take up to 60 days.

(_____) Owner initial (_____) Tenant initial

The Owner/Agent and Tenant have discussed this requirement and the Tenant's ability to pay and have agreed the tenant will pay rent of \$_____ until the HA makes the first assistance payment and a security deposit as indicated on the Request for Tenancy Approval form.

(_____) Owner initial (_____) Tenant initial

If the Tenant pays more than the HA determined Tenant Rent at move-in, the Owner/Agent must reimburse the tenant the amount of the Housing Authority payment within ten (10) days of the receipt of the first check. (_____) Owner initial (_____) Tenant initial

4. The start date for the contract must be after:
 - The unit has passed inspection
 - The rent has been approved
 - The lease has been approved by the Housing Authority
 - Previous Section 8 contract has been terminated

AND

- The Housing Authority has approved the Tenant to take possession of the unit.

To avoid problems, the Tenant and new Owner should be sure that the Move/Intake Specialist has approved the move-in. **If the tenant moves into a new unit prior to approval, the tenant is responsible for the FULL rent.** (_____) Owner initial (_____) Tenant initial



5. Late payment fee: The Owner/Agent agrees not to collect more than the amount charged unassisted tenants as a late payment fee, not to exceed 6% of the tenant portion.

() Owner initial () Tenant initial

6. To avoid any misconceptions about the procedure of establishing rents for a new rental unit, please understand that the HA must undertake two separate processes in order to arrive at the rent amount. These processes take place after the landlord and tenant have submitted the Request for Tenancy Approval.

- AFFORDABILITY: The HA must determine that the client can afford the rent. The affordable rent amount may be less than what the Owner wants for the unit. If that's the case, staff may call the Owner to ask if the lower amount is acceptable.

- RENT REASONABLENESS: The HA then inspects the unit to determine that it meets Housing Quality Standards and to determine what amenities the unit has. The HA must then determine if the rent for the unit is reasonable in relation to the rents for similar properties in the neighborhood. We can only allow rents that are reasonable for the neighborhood.

- FINAL APPROVED RENT will not be determined until **AFTER** the unit is inspected.

() Owner initial () Tenant initial

The first Housing Assistance Payment will be retroactive to start the date of the contract.

TENANT INFORMATION: List the approved household members. These are the only people allowed to reside in the unit.

NUMBER OF FAMILY MEMBERS: ADULTS _____ CHILDREN _____

NAMES:

I HAVE READ AND UNDERSTAND THE INFORMATION ON THIS FORM.

Owner/Agent Signature

Tenant Signature

Owner Email Address