

PARMA PUBLIC HOUSING AGENCY
SECURITY DEPOSIT ASSISTANCE PROGRAM

REQUIREMENTS FOR UTILIZING THE SECURITY DEPOSIT ASSISTANCE PROGRAM

- You must be a program participant in **good** standing. All annual recertifications must be current.
- You must have adhered to your current lease agreement and not be under an eviction action.
- Once you have decided to move, contact the Parma Public Housing Agency (PPHA) and speak with your program representative to discuss how to obtain mover's papers.
- Look for a new unit. It is always best to identify a unit that is the exact size of your subsidy (voucher). Looking for a new unit will require steps on your part, including accessing websites and contacting real estate agents that specialize in assisting renters. Use websites such as www.affordablehousing.com, www.renters.com, www.apartments.com and local newspapers. You may also check with friends, family and visit certain neighborhoods that interest you.
- ALWAYS VISIT THE NEW/POTENTIAL UNIT and use the Housing Quality Standards inspection checklist to ensure there are no unit violations. Unit violations could cause delays in lease up and voucher expiration.
- Once you have identified a potential unit, communicate with the owner/property manager to discuss potential lease options. This discussion should include the monthly rent requested, utilities that you as a renter will be responsible for paying and the rental application process.
- The owner must be willing to work with PPHA in order for us to process the Housing Assistance Payment (HAP) contract.
- PPHA will provide a mover's packet for completion by both you as a renter and the property owner. Once the documents have been completed, the packet is to be returned to PPHA by either you or the owner. The packet must be completed in its entirety. PPHA will not accept partially completed packets.
- PPHA will conduct a rent comparability study and discuss the outcome with the property owner/manager.
- If the owner accepts the suggested rent offer, a Housing Quality Standards (HQS) inspection will be scheduled and completed by PPHA. This process usually takes approximately one week if the unit is ready for occupancy.
- In order to move forward, the unit **MUST** pass the HQS inspection. PPHA will only visit the unit on two occasions. Once the inspection has passed, a final rent offer will be made to the owner.

- A move-in date will be established between PPHA, the owner and program participant.
- Once the lease has been executed between the tenant and owner, PPHA will prepare the Housing Assistant contract (HAP). Please note, should the family move in prior to the HAP execution, the family will be responsible for the entire rent amount.
- PPHA will pay the owner DIRECTLY the security deposit on behalf of the family. The security deposit is equal to one-month's rent.
- The family must reside in the subsidized unit for the full lease term, generally one year.
- The security deposit will NOT be returned to the family, as this is an incentive for the owner.