



## Security Deposit Assistance Program Requirements

- 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 North Coast Housing Connections (NCHC) 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). Searching for a new unit will require steps on your part, including accessing websites and contacting real estate agents that specialize in assisting renters. Search [affordablehousing.com](http://affordablehousing.com), [apartments.com](http://apartments.com) and local news websites or newspapers. Also, check with friends and family and visit 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.
- Once you have identified a potential unit, communicate with the owner/property manager to discuss potential lease options. This discussion should include information about the monthly rent, utilities you must pay and the rental application process.
- The owner must work with NCHC for us to process the Housing Assistance Payment (HAP) contract.
- NCHC will provide a mover's packet for you and the property owner to complete. Once the documents have been completed, you or the owner must return the packet to NCHC. The packet must be completed in its entirety. NCHC will not accept partially completed packets.
- NCHC will conduct a rent comparability study and discuss the outcome with the property owner/manager.
- If the owner accepts the suggested rent offer, NCHS will schedule and complete a Housing Quality Standards inspection. This process usually takes 1 to 2 week(s) if the unit is ready for occupancy.
- To move forward, the unit must pass inspection. NCHC will only visit the unit on two occasions. After the unit passes inspection, a final rent offer will be made to the owner.
- A move-in date will be established between NCHC, the owner and you.
- Once the lease has been executed between the owner and you, NCHC will prepare the HAP contract. Note, if you move in prior to the HAP execution, you will be responsible for the entire rent amount.
- NCHC will directly pay the owner the security deposit on behalf of you. The security deposit is equal to one-month's rent.
- You must reside in the subsidized unit for the full lease term, generally one year.
- The security deposit will **not** be returned to you, as this is an incentive for the owner.