



## Chicagoland2to4Flats.info

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### Section 8: the Leasing Process

The CHAC website summarizes the leasing process this way:

1. **Tenant Selection.** A family with a voucher contacts an owner to view a unit for rent. If the family likes the unit and passes the owner's screening and application process, the owner fills out a Request for Tenancy Approval packet or RFTA and returns the forms to CHAC.
2. **Housing Inspection.** Within 3 to 5 days of receiving the RFTA, CHAC will call the owner to schedule an initial inspection.
3. **Rent Reasonableness Determination.** When the unit passes inspection, CHAC will review the requested rent to make sure that it is reasonable for the area. CHAC considers factors such as the unit's size, location, condition and amenities.
4. **Execution of Leasing Documents.** If the owner accepts the rent amount, the family and the owner will sign a lease; and the owner and CHAC will sign a Housing Assistance Payment or HAP contract. The HAP contract spells out the rights and responsibilities of CHAC and the owner under the voucher program.
5. **Payments to Owner Begin.** Once leased, families pay 30 to 40 percent of their monthly income toward rent and utilities; CHAC pays the rest, called a Housing Assistance Payment or HAP, directly to the owner. Approximately 10 business days after the leasing documents have been signed, voucher program payments will begin. Thereafter, HAP will be mailed directly to the owner on the first of every month. Rent from the tenant is due in accordance with the terms of the lease.