

How the Program Works

The following is a basic guideline of how the program works:

1. A family is determined eligible.
2. The Family is issued a Housing Choice Voucher.
3. The family searches for a unit to rent.
4. When the family finds a unit, they ask the landlord if they will accept Section 8.
5. The owner and family sign a Request for Tenancy Approval and submit it and a copy of the lease to their Section 8 specialist.
6. If the owner's lease and rent amount are acceptable, the Section 8 staff conducts an inspection.
7. If there are repairs to be made, the repairs must be completed before assistance may begin.
8. Once repairs are completed, the unit is re-inspected. Once the unit is approved, the lease start date is coordinated with the MDHA representative. **The lease cannot start until the unit passes inspection and the family has all tenant-provided utilities turned on in the head of household's name. Verification of utilities being on must be provided to MDHA.**
9. The family pays the security deposit.
10. The family moves into the unit and signs lease with the owner.
11. The owner signs a contract with MDHA and provides a copy of the signed lease agreement, including the HUD-required Tenancy Addendum.
12. Each month a portion of the rent is paid to the owner by MDHA, and the family pays their portion (if any) directly to the owner.
13. During the term of the lease, the family reports certain changes in income and family composition, which may affect the amount of assistance paid by MDHA.
14. The family's eligibility is recertified each year.
15. The assisted unit must be re-inspected each year.
16. Relocations are possible (after the initial 12-month period).