

Steps To Using Your Section 8 Voucher

1. **Receive Section 8 voucher:** Your voucher is good for 90 days. You can request an extension for an additional 90 days if you can document a good faith effort in searching for housing..
2. **Housing Search:** Look for housing within your price range (Fair Market Rent: See Utility Schedule).
3. **Extension:** If your first 90 days is almost up and you have not found housing, bring your voucher into the Housing Authority at 440 Turk Street to request an extension of an additional 90 days.
4. **Find Housing:** Once you find a unit, you would like to rent and the owner is willing to rent to you, have the owner complete a Request for Tenancy Approval (RTA). Both you and the owner must sign the RTA. Make sure the owner intends to rent to you before asking the owner to complete the RTA.
5. **Turn in your Request for Tenancy Approval (RTA):** After the owner completes the RTA, turn it into the Housing Authority at 440 Turk Street (You can only turn in one RTA at a time).
6. **Assigned an Inspector:** After your RTA is logged in, it will be sent to the Section 8 Housing Department at 1815 Egbert Street. Your case will then be assigned to an inspector.
7. **Inspection:** Within 2-4 Working days, your inspector will contact the owner to schedule an inspection of the unit. The inspection is to insure that the unit meets Housing Quality Standards (HQS).
8. **Contract between Housing Authority and Owner:** After the unit passes inspection, your inspector will negotiate the rent with the owner. Then, the Housing Authority and the owner will enter into a contract, which is called the Housing Assistance Payments Contract (HAP). The HAP contract will not be signed at the time of the inspection.
9. **Signing the Lease Agreement with Your Landlord:** After the HAP contract is complete you and your landlord will arrange to meet and sign the lease. The lease must be accompanied by the Tenancy Addendum.
10. **Payment of rent and Security Deposit:** You pay your first month rent and a security deposit directly to your landlord. Your inspector will help you determine exactly what you pay to the owner each month based on your income and the utility allowance.
11. **Move-in:** Together with the owner and the Housing Authority, determine the date that you and your family will move into your new home.