

# Are you a landlord looking to fill a unit vacancy?



Rent your unit to a CHA client in 6 easy steps!

## **STEP 1: Identify Tenant**

**Landlord & Tenant**

List your unit on CHA's online apartment listings. CHA clients will reach out to you if interested in your unit. Complete tenant screening.

## **STEP 2: Complete Leasing Packet**

**Landlord & Tenant**

Paperwork (provided by tenant or CHA) will ask you to indicate the rent you are requesting, utility responsibilities, payment information, etc. and will send to CHA to process for approval.

## **STEP 3: Inspection**

**CHA**

CHA will schedule an inspection of the unit (within 2-3 business days).

## **STEP 4: Calculate Rent**

**CHA**

CHA will calculate rent portion that the tenant is responsible to pay to the landlord, and CHA will be responsible for remainder of the rent to the landlord. If the tenant's income changes, this amount is re-adjusted (i.e. if tenant income decreases, CHA's payment will increase)

## **STEP 5: Execute Lease**

**Landlord & Tenant**

Landlord executes the lease with the tenant.

## **STEP 6: Execute Payment Contract**

**CHA & Landlord**

CHA executes a payment contract with the owner, authorizing CHA to make rental payments each month on behalf of the tenant.

Questions? Email [lease-up@Cambridge-Housing.org](mailto:lease-up@Cambridge-Housing.org)

*Renting your unit to a CHA participant means that you - the landlord - will still receive rental payments even if the tenant income changes!*