



**DALLAS COUNTY  
DEPARTMENT OF HEALTH AND HUMAN  
SERVICES HOUSING DIVISION**



DR. PHILIP HUANG  
DIRECTOR / HEALTH AUTHORITY

## **STEPS TO LEASING YOUR PROPERTY**

### **1. Advertising Your Property**

It is the landlord's responsibility to advertise their property. In order for the property to be listed through Dallas County Housing Agency (DCHA), Landlord Briefing Sessions are **Mandatory and Reservations are Required**. Once the initial requirement is met, your property will be advertised to DCHA Housing Choice Voucher Program clients' only.

### **2. Screen All Potential Tenants**

While screening potential tenants, landlords must ensure that they have a current Dallas County Housing Agency Voucher, in order to receive rental assistance.

### **3. Complete and Submit Paperwork**

Potential landlords should complete the Request for Tenancy Approval form. The landlord or tenant should return this form to the Section 8 Department. After review and completion by the landlord, our department will in turn process the request and initiate the inspection of your property.

### **4. Completion of the Rent Reasonableness Survey**

Upon receipt of the Request for Tenancy Approval form (RFTA), the property's inspection will be initiated. Next, DCHA will process the request and inspect the property.

### **5. Signing of the Lease**

After the amount of rent has been agreed upon in writing, landlords and tenants are required to execute a property lease that is dated and signed.

### **6. Signing of the HAP Contract**

DCHA will contact the landlord/tenant to sign the Housing Assistance Payment contract. At that time, the landlord/tenant must bring in a copy of the executed lease. The initial lease period is for 12 months.

### **7. Clients Move in Date**

DCHA Housing Choice Voucher Program clients are not allowed to move into the property before the execution (move in) date on the contract.

### **Questions?**

Please contact the Landlord Coordinator or a Supervisor at (214) 819-1871 if you have any questions or concerns.

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