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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