



Lease Requirements

This sheet provides information to the Section 8 landlord on lease requirements that are necessary to process the Housing Assistance Payment (HAP) contract.

Copies of the lease

To process your Housing Assistance Payment (HAP) contract, please submit

1. The original lease
2. Two copies of the original lease

What to include on the lease

1. Tenant's name
2. Names of all persons to reside in the unit
3. Owner's name
4. If applicable, the management agent's name with copy of management agreement
5. The correct address of the unit
6. Security deposit amount collected
7. Any extra fees to the tenant such as late payment fees
8. Forms and information required by HUD
 - a. The HUD tenancy addendum (form HUD-52641-A)
 - b. Lead Warning Statement and disclosure information (24 CFR 35.92(b)).
 - c. Provision that drug-related criminal activity engaged in by the tenant, any household member, or any guest on or near the premises, or any person under the tenant's control on the premises is grounds to terminate tenancy.

What not to include on the lease

1. Please do not fill in the lease dates or rent amounts on the lease at this time. The dates and rent amount will be included on the lease after inspection and agreement between the SAHA representative and the landlord.

Note: The lease must be for one year.
2. Leases with whiteout, mark-throughs, or other corrections not be accepted.
3. Leases that contain blanket charges for maintenance will not be accepted. Maintenance costs must be specifically defined.
4. Leases in which the landlord pays utilities up to a certain amount will not be accepted. The lease should state that either the landlord or the tenant is responsible for utility payment, but not both.

Questions? Comments? Need copies of forms?

Email us at landlords@saha.org or visit our new website at www.saha.org

Revised August, 2003

L/Housing Assistance and Eligibility/Section 8/Secton 8/Forms 2/Briefing Packet/Landlords