

5213 LEASE-UP PROCESS

- 5213.1 Upon successful submission of RTA package, DCHA shall schedule a Housing Quality Standards (HQS) inspection within four (4) weeks.
- 5213.2 An HQS Inspection must be completed prior to the Family occupying the unit. Under no circumstances shall DCHA begin payment until the unit passes an HQS inspection.
- 5213.3 Once the unit passes HQS inspection, DCHA shall complete all internal paperwork, including preparation of the HAP. Upon completion, DCHA shall call both the Family and the owner or landlord to coordinate execution of lease-up documents.
- 5213.4 The Family and the owner or landlord shall execute the lease, HAP Contract, and rent determination documents at the lease up, which may take place at DCHA's office.
- 5213.5 Once all documents are executed, DCHA shall release payment to the owner on its next payment cycle.

SOURCE: Final Rulemaking published at 59 DCR 7875, 7885 (June 29, 2012).