

# **MOVING IN! DO'S AND DON'TS!**

## **DO'S**

- DO PLAN ON PAYING YOUR OWN SECURITY DEPOSIT IF REQUIRED BY THE LANDLORD
- DO BRING IN YOUR REQUEST FOR TENANCY APPROVAL PACKET COMPLETELY FILLED OUT. YOU DO NOT NEED AN APPOINTMENT TO DROP IT OFF.
- DO BRING AN UNSIGNED COPY OF THE LEASE WITH THE REQUEST FOR TENANCY APPROVAL FOR REVIEW BY YOUR CASE MANAGER.
- DO RECORD ALL UNITS/LANDLORDS CONTACTED ON YOUR LOG SHEET. YOU WILL NOT BE GRANTED AN EXTENSION UNLESS THIS IS DONE.

## **DON'TS**

- DO NOT MOVE INTO A UNIT UNTIL YOU SIGN A LEASE IN OUR OFFICE. THE HAE WILL NOT PAY ANY RENT SUBSIDIES UNTIL THIS IS DONE.
- DO NOT SIGN A LEASE UNTIL WE HAVE REVIEWED IT.
- DO NOT MAKE ANY SIDE AGREEMENTS FOR RENT/AMMENITES THAT HAS NOT BEEN STIPULATED BY YOUR LEASE AND APPROVED BY YOUR SEC. 8 CASE MANAGER.
- DO NOT CALL OUR OFFICE AS SOON AS YOUR UNIT PASSES INSPECTION. WE WILL BE CALLING YOU TO SET UP A MOVE IN APPOINTMENT IN 24-48 HOURS WHERE YOU WILL SIGN YOUR LEASE.