

MOVING IN DO'S AND DON'TS!

DO'S

- DO PLAN ON PAYING YOUR OWN SECURITY DEPOSIT IF THE OWNER REQUIRES A DEPOSIT.
- 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.

DONT'S

- 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/CONTRACT AND APPROVED BY YOUR SECTION (8) CASE MANAGERS.
- DO NOT CALL THE OFFICE AS SOON AS YOUR UNIT PASSES INSPECTION. WE WILL CONTACT YOU TO SET UP A MOVE-IN APPOINTMENT IN 24-48 HOURS WHICH IS WHEN YOU WILL SIGN YOUR LEASE.

CLIENT SIGNATURE

DATE