



Round Rock Housing Authority
P.O. Box 781
Round Rock, Texas 78680-0781
Phone : 255-6267 Fax: 255-3943

SECTION 8 **PROPERTY LISTING & LEASING PROCEDURES**

1. Fill out Property Listing/Renewal Form and send back to our office by fax or mail.
2. Listing is updated every Friday and readily available to eligible participants currently looking for property.
3. Landlord must renew listing in writing every 60 days.
4. Listing automatically dropped after 60 days, unless renewed in writing.
5. Inspections are not scheduled until a tenant is interested in the unit and a completed Request for Tenancy Approval form has been received & reviewed by our office.
6. Request for Tenancy Approval is reviewed and tenant affordability is assessed. Once an affordability determination has been made, an inspection may be scheduled.
7. Affordability factors in rent amount, utilities, and the tenant's income.
8. Inspections are set for Wednesdays only.
9. Rents are not approved until Rent Reasonableness is completed by Inspector at time of Inspection. Landlord must provide at least three current comparable listings that substantiate requested rent amount.
10. Once Inspection is passed and Unit is deemed affordable for the tenant, we require a copy of the Lease Agreement and a copy of Proof of Ownership, i.e. Deed of Trust.
11. All Landlords are required to come in and sign the Housing Assistance Payments (HAP) Contract. New landlords will be briefly oriented about the Section 8 program and Round Rock Housing Authority procedures at signing.