

What step must be completed before an owner can get paid by the Berkeley Housing Authority?

1. We must have a completed Request for Tenancy Approval form signed by the landlord and Section 8 Voucher holder.
2. The unit must pass inspection in accordance with Housing Quality Standards (we encourage the owner and voucher holder to be present during the inspection).
3. The owner and Housing Authority must agree on a reasonable rent for the unit that is not above [Payment Standard](#). BHA is only able to pay up to the [Payment Standard](#) for the unit.
4. The owner must submit a copy of the lease, signed by the owner and Section 8 voucher holder. No other "side agreements" are allowed.
5. The owner must provide proof of ownership and tax identification.
6. The owner must sign the Housing Assistance Payment contract.
7. The owner must give the Section 8 voucher holder possession of the unit (issue keys) and allow occupancy.