Housing Authority of Bexar County (HABC)
1954 E. Houston Street, Suite 104 • San Antonio, Texas 78202
Phone: (210) 225-0071; Fax: (210) 225-6976

PARTICIPANT CHECKLIST

Once you have found your house or apartment; **CONTACT YOUR CASEWORKER FOR AN APPOINTMENT. YOU MUST BRING THE FOLLOWING FORMS**:

1. **LEASES**

   One (1) lease **completely filled out but unsigned** must be provided by the Owner/Management.

2. **REQUEST FOR TENANCY APPROVAL**

   The front page must be completely filled out and **signed by You and the Owner/Management**.

3. **INSPECTION CHECKLIST**

   You and the Owner must conduct a Walk-through Inspection of the property and **complete each line item under comments**. Be as thorough as possible. The Walk-through Inspection Checklist must be **signed by the Head of Household and the Owner/management**.

4. **DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT:** Must be completed and signed by the Head of Household and the Owner/Management.

5. **OWNER/MANAGEMENT PAYMENT REQUIREMENTS FORM:** A copy must be submitted with the owner/landlord signature. This is to show that the packet has been submitted to owner/landlord.

BRING ALL THE FORMS REQUESTED. INCOMPLETE PAPERWORK AND/OR MISSING PAPERWORK **WILL CAUSE A DELAY IN THE INSPECTION PROCESS**.

I UNDERSTAND FAILURE TO BRING IN COMPLETED PAPERWORK WILL CAUSE A DELAY IN THE INSPECTION PROCESS.

_____/_____ T#_____
TENANT SIGNATURE **DATE**

11/16