



## **PARTICIPANT CHECKLIST**

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

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1. **LEASES**

- a. One (1) lease must be provided by the Owner/Management. **No commencement dates or rent amounts and it must be unsigned**

2. **REQUEST FOR TENANCY APPROVAL**

- a. Must be completely filled out and **signed by You and the Owner/Management.**

3. **DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS:** Must be completed and **signed by You and the Owner/Management.**

4. **INSPECTION CHECKLIST (Walk Through)**

- a. 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 You and the Owner/management.**

5. **OWNER CERTIFICATION/ RESPONSIBILITIES**

Must be signed and completely filled out **by the Owner/Management.**

YOU MUST BRING ALL FORMS REQUIRED AND THEY MUST BE COMPLETE. 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 AND I WILL NOT BE SEEN. MY APPOINTMENT WILL BE RESCHEDULED.

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TENANT SIGNATURE \_\_\_\_\_ / \_\_\_\_\_ DATE \_\_\_\_\_ T# \_\_\_\_\_

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