

Locating a Unit

You have received your Housing Choice Voucher. The following will assist you in locating a unit:

- A. The unit can be an apartment, house, duplex, manufactured home, or assisted living facility anywhere in Tucson or Pima County.
- B. If you decide to use your Voucher in South Tucson or outside of Pima County, you must call 837-5430 to request a portable packet.
- C. Your family bedroom size is listed on your Voucher.
- D. You may remain in your current unit, if the landlord is willing to rent under the Housing Program, otherwise the unit must be vacant.
- E. The unit must pass a Housing Quality Standards inspection. (A Housing Quality Standards List is provided)
- F. We strongly recommend that you **do not make any deposits or sign a lease prior to the unit passing inspection.**
- G. **You have 60 days to find a unit** – If you have not found a unit **one week prior to the expiration date** noted on the Voucher, you must provide documentation of the reason for being unable to find a unit.
- H. On the following pages you will find a map of the various school districts boundaries, a map of the City by Census Tracts, and a listing of census tracts by percent of population in poverty. You may find these tools useful in determining the location of next dwelling.
- I. Housing list can be obtained at: PimaCountyHousingSearch.org.

Leasing a Unit

When you have located a unit to rent:

- A. Give the “Landlord Documents” to your prospective landlord.
- B. The landlord will complete the Request for Tenancy Approval form and have you sign it.
- C. The landlord will submit the RTA to Section 8. A scheduler will contact the Landlord within 5-7 days to schedule an inspection of the unit. The Landlord should notify you of the inspection date/time.
- D. If the unit passes inspection, you may sign a lease for the unit.
- E. The landlord will be called by the Public Housing Authority (PHA) to schedule an appointment for signing the Contract, and advise you of the date and time. We strongly encourage all participants to attend this appointment in the Public Housing Authority office.
- F. If the unit does not pass inspection, the landlord may agree to make the repairs and call for a reinspection.
- G. If you have to look for another unit, please go to the Public Housing Authority office to obtain another packet.
- H. Housing Assistance Payments will not start until the unit passes an HQS inspection, the PHA receives a copy of the signed lease and the HAP Contract is signed by the Landlord.