

## Key Steps to Using Your STEP Coupon

- 1) As a STEP participant you are free to rent any type of property you wish as long as it is affordable to you and it passes a HQS inspection. This means that you are free to rent a house, mobile home, duplex, town house or multi family unit.
- 2) We have included a copy of A Good Place to Live and Protect your Family from Lead in your Home have been included in this packet to assist you in choosing a decent, safe and sanitary unit. You will also find a move in checklist attached to your Landlord Packet which lists the items specific MaineHousing will be inspecting for.
- 3) Work with your Navigator to help you locate a unit. Check [Mainehousingsearch.org](http://Mainehousingsearch.org), classified section of local newspapers, and real estate offices or rental agencies. If the family includes a person with disabilities, the family may request a list of available accessible units known to the PHA.
- 4) If you have been living in a high poverty area you now have the ability to make a change to your surroundings. We recommend you consider the benefits of moving to a low poverty area. For instance, safe neighborhoods, job opportunities, transportation options as well as the location of quality schools, medical and shopping facilities.
- 5) Once you locate a suitable unit you will need to complete a Landlord Packet. It must be completed and signed by both the landlord and the coupon holder. The following documents must be signed:
  - Request for Unit Approval – **(Tenant and Landlord signature required)**
  - Lease Addendum – **(Tenant and Landlord signature required)**
  - Lead Paint Disclosure Statement – **(Tenant and Landlord signature required)**
  - VAWA Lease Addendum - **(Tenant and Landlord signature required)**
  - W-9 Form - **(Landlord signature required)**
  - Owner Information - **(Landlord signature required)**
  - ACH Transfer/Deposit Form - **(Landlord signature required)**
  - A **Proposed Lease Agreement** -**(unsigned)**
- 6) Once completed it should be given to the Navigator who will review it and forward it to MaineHousing. If the unit is eligible, MaineHousing will schedule a HQS inspection.
- 7) If the unit passes the inspection, you can sign the lease agreement and move in. Rent will be pro-rated if the move-in date does not fall on the first of the month. Remember, you will need to be prepared to pay a portion of your first month rent.
- 8) If you need to utilize the STEP Program Utility Deposit, please contact the Utility Company to obtain documentation showing how much the deposit will be. This documentation will need to be submitted to your Navigator.