**NOTICE TO LANDLORDS**

MaineHousing screens only for program eligibility. Landlords are responsible for their own tenant screening.

Upon receipt of the enclosed Landlord Packet, MaineHousing will verify the eligibility of the unit and schedule an inspection within 15 days.

After the unit passes inspection and we determine the actual move-in date, you will be asked to execute a lease with the tenant and a Housing Assistance Contract with MaineHousing.

The Housing Assistance Payment (HAP) Contract will be supplied to Landlord for signature as it is a contract between MaineHousing and the Landlord.

MaineHousing will also supply the landlord with a copy of the required Violence against Women Act (VAWA) Lease Addendum which must be signed by the tenant and landlord and returned to MaineHousing with the HAP contract.

The Lease must be supplied by the Landlord as it is a contract between the Landlord and Tenant. MaineHousing is not a party to the lease and therefore cannot enforce it.

The lease must contain the following items:

* Landlord and Tenant Names
* Unit Address
* Lease effective date (This must coincide with the Housing Assistance Payment Contract)
* Lease term (including initial term of 12 months and provisions for renewal)
* Contract Rent Amount
* Tenant and Landlord signatures

**IMPORTANT PAYMENT INFORMATION:**

MaineHousing can start payment on a unit once it passes a Housing Quality Standards Inspection. However, HAP payments cannot be issued to an Owner until an executed HAP Contract VAWA Addendum and Lease are received by MaineHousing.

**Please note that MaineHousing issues HAP payments at the beginning of the month only. Therefore, HAP payment will be made to an Owner at the beginning of the month following the receipt of the executed HAP Contract VAWA Addendum and Lease**