

LEASING PROCESS FOR JOA REALTY SECTION 8 CLIENTS

We have compiled for our clients some important information for your understanding about the leasing process. Remember Joa Realty has YOUR best interest in mind!

Remember, before you begin to look for the perfect property. There are a few steps that a tenant must take:

1. Give your current landlord a 30 day move out notice (or what is required by tenant in current lease agreement)
2. Make sure your current place has gone through move-out inspection by a designated Section 8 inspector.
3. Have any possible application fees and deposits ready before looking at any properties. This is to ensure a speedy application process & acceptance when submitting your application.
4. Make sure you have no late charges, unpaid rent, or any outstanding balances with your current landlord.

When the necessary steps are complete, the leasing process is ready to begin!

1. After speaking on the phone with clients, we meet in person at the office. Here, we will discuss you're looking for, move- in date, voucher amount, and any other special requirements needed. Upon this first meeting, the client fills out a 3 page lease application and the Tenant/Buyer Representation Agreement, both of which are Texas Promulgated forms. Client will also submit copies of driver's license, social security cards, pay check stubs, and all required Section 8 documents (W-9 form, Section 8 Voucher, Section 8 Estimate sheet, and Owner Tax ID form as these are all necessary when submitting your application for any property. **It is very important that the tenant brings the voucher with them at the time of the first meeting. This is to ensure qualification of certain properties.**
2. While the client is filling out the necessary forms, a member of the Joa Realty team will search in our database for properties that meet your criteria based on the following:
 - Price Range (Voucher Amount)
 - Location/Area
 - Availability Date
 - Bed/Bath/SF
 - Special Requirements
3. After this, a list of properties will be given to the client to drive by. Narrow the list to 2 properties and we will view the inside to make the final decision. **Again, make sure to have the application fee & deposit ready. If you decide you like a property, you must be willing to submit everything at that time, or the property you chose has more than likely been leased.** Keep in mind "time is of the essence". The

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sooner the tenant chooses a property, the sooner we can submit the application & deposit, and the sooner the inspection can take place for a quicker move in!

4. If the property of choice is still available, you will bring the security deposit and application fee, both which vary with property, in the form of a money order or cashier's check to the office. Joa Realty will submit and drop off all the paperwork: Application, Information About Brokerage Services, Tenant/Buyer Representation Agreement, Copies of ID, Social Security Cards, Pay Check Stubs, all Section 8 documents, Security Deposit, and Application Fee to the listing agent's office.
5. Within a few days, the leasing broker will inform Joa Realty about the acceptance of the application. When accepted, a 14 page lease agreement will be drawn by either Joa Realty or by Property Management. One of the team members of Joa Realty will go over in detail the lease agreement. The Section 8 documents will then be given to the owner to fill out and have an inspection scheduled.
6. The client will turn on all utilities needed in the property such as electricity, gas, water, cable (TV & internet), and wastewater in **THEIR** name before the inspection, which is required by Section 8.
7. As soon as the inspection has passed, the property manager will grant the keys, and the tenant may move in at this time.

USEFUL PHONE NUMBERS

The following phone numbers can also be found at www.JoaRealty.com:

1) Austin

- Water: City of Austin, 512-494-9400; <http://www.ci.austin.tx.us/water/>
- Electricity: Pedernales Electric; 512-331-8888; <http://www.pec.coop/>
- City of Austin, 512-494-9400; <http://www.austinenergy.com>
- Gas: Texas Gas Service, 800-700-2443; <http://www.oneok.com/>
- Capital Area Energy; 512- 266-4710; <http://capitolareaenergy.com/index.html>
- Telephone: Southwestern Bell (AT&T), 800-464-7928; www.ATT-Signup.com
- Cable/Internet: Time Warner Cable, 512-485-5555; www.timewarnercable.com

2) Round Rock

- Water: City of Round Rock, 512-218-5460; <http://www.roundrocktexas.gov>
- Electricity: TXU Energy, 800-242-9113; www.TXU.com
- Water/Wastewater: Eco-Recourses, 512-335-7580; www.ecoresources.com
- Gas: Atmos Energy: 800-460-3030; www.atmosenergy.com

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