

**PASADENA COMMUNITY DEVELOPMENT COMMISSION
RENTAL ASSISTANCE PROGRAM**

HOW TO FIND A RENTAL UNIT

WHERE TO LOOK

1. A listing for your unit size will be included with this briefing packet if a listing is available. Property owners call the Housing Department to list their properties as available to rent under the Rental Assistance Program. These units have not been inspected and we have not negotiated rents with the owner. Many property owners already have property under the Rental Assistance Program or have heard about the program and wish to participate.
2. A new listing is updated and prepared whenever a new listing has been received. To receive a listing, you must have your Housing Choice Voucher and identification.
3. Check the classified section of the local newspaper under Houses or Apartments for Rent or Lease.
4. Check bulletin boards in laundromats, supermarkets, credit unions, etc.
5. Check with friends or neighbors. They may know of places that are available.
6. Look for yard or window signs offering "Housing or Apartment for Rent" in the area where you wish to live.
7. Check with real estate offices or rental agencies. (**WARNING:** You may be required to pay a fee and payment of a fee is no guarantee that you will find a satisfactory housing.)
8. Housing Rights Center also has listings. You may have to pay a fee in order to get a copy of the listing. The Housing Rights Center is located in the Jackie Robinson Center at 1020 N Fair Oaks Avenue.

MAKE AN APPOINTMENT

If you are interested in a unit, schedule an appointment to see it. Be sure to keep the appointment and please arrive on time. Arrive early enough to look around the neighborhood and ask questions.

QUESTIONS TO ASK A LANDLORD

1. The name, address and telephone of the property owner or the agent responsible to rent/lease the property.
2. The full address of the rental property
3. The number of bedrooms and bathrooms in the unit.
4. The amount of rent.
5. Which utilities are included in the rent? Whether the owner pays the water and trash. Will a stove and/or refrigerator be provided?
6. When the property will be available to rent.
7. Whether the owner has any special restrictions, such as no pets.

NEGOTIATING THE LEASE

If you find a unit you like and a property owner willing to rent the property to you, both of you must complete the Request for Tenancy Approval and the Inspection Checklist along with the forms included in the Request for Tenancy Approval Packet. Bring the completed Request for Tenancy Approval (RTFA) Packet into the Housing Department office between the hours of 8:00 a.m. - 5:00 p.m. and leave the forms with the receptionist. The RTFA will be given to the Inspection Section for review. An inspector will call the property owner to make arrangements for a unit inspection once all for the requested information has been received.

IMPORTANT NOTICE **READ CAREFULLY**

Make sure you find a good unit, in a nice area, with an affordable rent. Therefore, when you search take your time and make sure the unit you rent is property in which your family will live in for at least one year. The lease agreement will not end unless the property owner, tenant or the Pasadena Community Development Commission has valid reason to end the lease. Please remember, your share of rent will be based on your income and the amount of rent. Therefore, the higher the rent is, the more you will pay.

HOW MUCH CAN YOU PAY FOR A SECURITY DEPOSIT

1. Please refer to the state law concerning the security deposit.
2. The security deposit is paid by you. The Pasadena Community Development Commission does not pay security deposits. Please bring a copy of your receipt and any rental agreement between you and the property owner to the Pasadena Community Development Commission

office. The lease must be approved by the Pasadena Community Development Commission before it is signed.

If you have any questions concerning rents, call the Inspection Section at (626) 744-8300.

If you have any questions concerning the signing of your new lease and contract documents, call the Pasadena Community Development Commission at (626) 744-8300.

MOVES FROM UNIT OR FROM PASADENA TO ANOTHER CITY

1. If your family should outgrow the unit or if there is an emergency situation, you may request to move from the rental property.
2. You must live in the property for a minimum of one year.
3. All rents must be paid in full.
4. You cannot move with continued assistance if you owe rent or have damages to the property that you have not corrected or paid in full.
5. Your family must follow all rules and family obligations under the program. Please read all Pasadena Community Development Commission forms. If you have questions, contact your Housing Assistant. Copies of each form have been given to you for your reference.
6. You must give the Pasadena Community Development Commission at least a 90 day written notice. Once you have received approval to move from your Housing Assistant, you will be required to give the property owner a 60 day notice written notice to move.
7. Your family must meet the eligibility requirements to determine if you can receive continued assistance when you move. Your Housing Assistant will request updated income and family circumstances information to determine your fair share of rent and to issue the property Pasadena Community Development Commission forms to aid your family in moving.
8. Under the Rental Assistance Program you can live anywhere in the United States, as long as the area has a local Housing Agency to assist your family. You will be required to abide by the policies and procedures of the Housing Agency that covers the area where you move. You must lease a unit in the City of Pasadena for one year before you can request to move to another city.