

Subsidy/Section 8 Application Process

Prospective tenants that have a subsidy voucher (such as Section 8) can place a holding fee and sign a holding fee receipt **AFTER** the unit passes subsidy inspection. The following will provide a better understanding of the process. Please know that until a holding fee is submitted and holding fee receipt is signed, the unit will be marketed to other prospective tenants.

1. Prospective tenants apply as normal. See Apply Now on how to apply.
2. Application is reviewed by United Properties application underwriter (please allow up to 5 business days)
3. Once approved, RFTA packet may be filled out and sent to subsidy for review and inspection request.
4. If the unit is vacant, subsidy inspection can happen as soon as scheduling allows. If the unit is occupied, the subsidy inspection will need to be scheduled for a future date (after move-out of current tenant, after United Properties inspection, and after any needed repairs/maintenance).
5. Once the unit passes subsidy inspection, a holding fee can be submitted (See Holding Fee Policy and Hold Fee Receipt for further details).