

1. Ask the owner or manager how much rent and utilities will cost. Ask if there are any additional charges, such as extra rent for a garage or storage facility.
2. Discuss the Bridges Program with the owner or manager.
 - a) Give the owner the information sheet which explains the program.
 - b) Invite the owner to contact your Bridges Representative if he/she has additional questions.
3. Discuss the Lease. You may use the copy of the Lease provided in this packet, or a lease provided by the owner. If you use a lease provided by the owner, ask to see it and discuss those terms of agreement.
4. Sign the Lease. Request that the owner or manager fill out and sign his/her part of the Request for Lease Approval and the Lease. You may also sign the Request for Lease Approval and the Lease at this time. If the owner is using his own Lease you both must sign the form "Terms Required in Independent Leases"
5. Call your Housing Agency and make arrangements to bring in or mail the Request for Lease Approval form and the Lease to the housing agency. After these papers are received, the Housing Agency Representative will arrange to do the Housing Quality Standards inspection.
 - a) If the unit does not meet the Housing Quality Standards and the owner will not make the necessary repairs, you cannot receive the housing subsidy in that unit.
 - b) If the unit does meet Housing Quality Standards, the Housing Agency Representative will arrange for the owner to sign the Bridges Contract.
 - c) The Housing Agency Representative will notify you when everything is approved so you can arrange to move into your rental unit and begin receiving the housing subsidy.
6. You and the owner will receive copies of the Lease and Terms Required in Independent Leases (if needed). The owner will also receive a copy of the Bridges Contract after it has been signed by the Housing Agency. Bridges subsidy payments will begin after final approval of all the papers. The payments are sent directly to the owner. You are responsible for paying your portion of the rent (Participant Rent) directly to the owner or manager.
7. **Important** When you find a rental unit, you must contact the Housing Agency Representative by the 15th of the month. Housing subsidy payments could begin the first (1st) of the next month. If a unit is found after the 15th of the month, it may mean that you would have to wait until the 15th of the next month or the first of the second month to receive the housing subsidy.

For Example: You contact the Representative by October 15;
The Bridges subsidy payments begin on November 1; or

You contact the Representative after October 15; and
The payments begin November 15 or December 1.

