



# Partner with us today!

**CMTO empowers families with a housing subsidy to live in communities where they believe their children will thrive.**

You are the critical gateway for families to access these communities and are the most essential partner in providing families opportunities.



**ADVANTAGES** of a CMTO Partnership include all Housing Choice Voucher Program benefits, plus:

► One point of contact throughout the leasing process

► Security deposit assistance is provided to tenants

► Streamlined lease paperwork and a quick initial inspection

► Funds are available for property managers in case of unit damage

**Contact** *email*  
**info:** *phone number*

# Lease Your Property



## STEP 1: *Contact CMTO Staff*

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If you would like to lease to a CMTO family, contact the **Housing Navigator at phone #**. We will verify that your rental unit is located in an Opportunity Neighborhood.

## STEP 2: *Find a Family*

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We will help connect you to CMTO families who meet your screening criteria. If it's a good match we will **fast-track all required Housing Authority documents**.

## STEP 3: *Submit Paperwork*

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The Housing Navigator will assist you in submitting the required paperwork and will **review the requested rent to make sure it is reasonable for the area**. Factors such as the unit's size, location, condition and amenities are considered.

## STEP 4: *Housing Inspection*

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The Housing Navigator will conduct a **Housing Quality Standards (HQS) Inspection**. The HQS Inspection is done to ensure the home is in safe, decent and sanitary condition.

## STEP 5: *Sign Lease*

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You will sign a **Lease Agreement with the family and a Housing Assistance Payment (HAP) Contract with the Housing Authority**. The HAP Contract spells out the rights and responsibilities of the Housing Authority and property manager under the program.

## STEP 6: *Receive Payments*

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Once leased, families pay **30-40% of their monthly income toward rent and utilities**; the Housing Authority pays the rest directly to your bank account.

A PARTNERSHIP OF

