



\$500 BONUS Financial Incentives Checklist for Landlords/Owners. Landlord/Owners, if you are signing a new HAP contract with HAKC please review the checklist that HAKC has provided you to ensure you are eligible to receive the \$500 incentive. Once you have read and reviewed the checklist add your initials next to each box. If you have any questions or concerns, please contact Owner Liaison Meagan Knight at 816-968-4281 or mknight@hakc.org.

NEW APPLICANTS TO HAKC'S PROGRAM		
1.	This is a new applicant that was on HAKC waiting list program. This is not a transfer resident. Meaning they are not moving from one property to the next.	
2.	I have received a Hot Pink RFTA (Request for Tenancy Approval) booklet to turn back into HAKC. For an inspection to be processed. I understand that the RFTA must be filled out correctly. I have provided all documentation along with the RFTA for my property.	
3.	The applicant presented me with a voucher with the proper bedroom size approved by HAKC.	
4.	I understand that I can't charge the resident a different amount that was not agreed upon by either party. Rent reasonableness and Affordability will be conducted by HAKC staff.	
5.	I understand that if I allow a resident to move into my unit before a signed HAP or passed inspection and HAKC HAP (Housing Assistant Payment) contract has been signed by HAKC and myself. The tenant is 100% responsible for the full amount of the rent.	

HAKC INSPECTION PROCESS		
6.	Once the RFTA is submitted to the inspections department. A scheduled appointment with the landlord is made. Inspections for the unit will take place no longer than 15 business days.	
7.	HAKC has provided me with a unit checklist as a guide to pass inspections for my property. If my unit does not pass on the 1 st time a re-inspection will be scheduled for approximately 15 days out. A deficiency list and inspection notice will be mailed to the Owner/Landlord.	
8.	The unit MUST pass on the 1 st or 2 nd inspection. I understand that inconclusive inspections count as an inspection and no deficiency list will be provided if the unit has 12+ deficiencies.	
9.	Once my unit passes an inspection, the landlord/owner will contact the program specialist for a move in date & lease signing.	

10.	A copy of the lease and this document MUST be returned to HAKC in 30 days or less after the unit passes the HQS inspection. After HAKC checks to ensure that all the above is included, a Housing Assistance Payment/HAP contract will be processed for execution. Your \$500 incentive will be sent to you in a separate payment. You must be enrolled in direct deposit program in order to receive the incentive.	

I attest all information contained in the Financial Incentive Checklist is correct to the best of my knowledge. I understand it is my obligation to follow and adhere to HAKC'S policy and procedures.

Sign and date: _____