



MARIETTA HOUSING AUTHORITY

95 Cole Street
Marietta, Georgia 30060
(770) 419-3200 fax: (770) 419-3232 TDD 770-419-3204



CONFIRMATION OF MOVE-IN

MHA USE ONLY:

TO: Inspection Department FROM: Assigned Caseworker-

Date Fwd to Insp Department: Previous Lease Ending Date: (1)

Client: Voucher #:

Expected rent portions as of date of this document:

Contract Rent Security Deposit:

MHA portion: Tenant portion:

Unit Address:

Unit I.D #: Census Tract Inspection #:

Prospective Landlord: LL# LL Phone:

Rent Reasonable: Does contract rent meet Rent Reasonableness test? Yes No (Initials)

Inspector:

Does the Utility structure (UA) on RTA match the inspected unit? Yes No (differences)

If unit fails on first visit, did Inspector ensure that owner (and tenant, if present) understand MHA's limitations on Initial re-inspections? Generally, the unit must pass on 2nd visit or 30 days from first inspection, whichever comes first. Yes No N/A

(2) Date unit passed HQS: (Inspector's Initials)

Landlord and Tenant Confirmation:

(3) Date of Tenant possession and move-in:

(4) Effective date of the Lease

By my signature below, I acknowledge these instructions and affirm the information provided is correct and accurate to the best of my knowledge.

- Please note that MHA will not assist your tenant earlier than the latest of four dates identified above: (1) Previous Lease Ending Date (2) Date unit passed HQS, (3) Date of tenant possession, or (4) Effective date of the Lease.
This completed document must be mailed, faxed, or hand delivered to our office within 48 hours of the latest of the four dates identified above: (1), (2), (3) or (4). If this document is not completed/submitted within the specified timeframe, MHA may be unable to support payment for this tenant. You will be notified that MHA cannot enter into a contract on this unit.
After the housing advisor has received this document, the landlord will be contacted to sign a HAP contract, execute other Landlord Packet documents, and obtain a copy of the executed Lease between the landlord and the tenant. MHA will not pay until these documents are executed.

Tenant/Client Signature

Date

Landlord/Owner/Agent Signature

Date