

**RENTAL UNIT AVAILABILITY FORM**

This is to inform your office that I own the following rental property and I am willing to participate in the Housing Choice Voucher Program, therefore please list this property on your available list for prospective tenants.

**OWNER NAME:** \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

NUMBER OF BEDROOMS: \_\_\_\_\_ UTILITIES INCLUDED \_\_\_\_\_

IS UNIT HANDICAP ACCESSIBLE? { }YES { }NO

I AM WILLING TO MAKE MODIFICATION TO MAKE THIS UNIT  
HANDICAPPED ACCESSIBLE. { }YES { }NO

PROPOSED RENT: \_\_\_\_\_

AVAILABILITY DATE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

I understand that it is required to provide a Certified Certificate of Occupancy, a Recorded Deed, a current paid tax bill, and a Rental Permit (or Rental Permit Application Receipt), along with a completed housing packet, to your office once I have agreed to rent to a Housing Choice Voucher Program recipient.

I also understand that should a prospective tenant find my unit from this list, no broker fee will be paid regardless of whether the house has been listed with a real estate agent.

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Date**