

Mr. Landlord Conference 2021

Using SEC 8 Rules to Your Advantage

Session Handouts

Presented By

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PMI Virginia

www.PMIVirginia.com



SEC 8 Applicant City _____ Case Worker: _____

Name: _____ Phone: _____

Address: _____

___/___/___ Delivered Request for Tenancy Approval With Rent @ \$ _____

___ SEC 8 Packet Completed and Copied for our File

___ Sample Lease

___ Tax Record

___ Property Management Agreement

___/___/___ Request For Lease Approval/Response Received From SEC 8

___ Rent Amount Accepted

___ Rent Rejected but Countered at \$ _____

___ Accepted ___ Rejected Date Returned ___/___/___

___/___/___ Notified Owner of Approval/Rejection

___/___/___ Notified Tenant of Approval/Rejection

Inspection

___/___/___ Date Inspection Requested

___/___/___ Date Inspection Scheduled Time of Inspection _____

Person Meeting Inspector: _____

PASS _____ FAIL _____ NOTES: _____

Re-Inspection

___/___/___ Date Re-Inspection Requested

___/___/___ Date Re-Inspection Scheduled Time of Inspection _____

Person Meeting Inspector: _____

PASS _____ FAIL _____ NOTES: _____

Move-In & Payment

___/___/___ Lease Signed & Moved In ___/___/___ Lease Faxed to SEC 8

___/___/___ Date Signed HAP Agreement returned to SEC 8

___/___/___ Date Ratified HAP Agreement received from SEC 8

___/___/___ Date Payment Received from SEC 8



**Property
Management** INC.

PMI VIRGINIA

RENT COMPARABLES FOR _____

Tenant Name _____

Date Comps Were Pulled: ___/___/___

Source: **MLS**

Criteria Used:

- Rented within the last 6 months
- Located in the City of _____
- Located within 5 miles of Subject
- # of Bedrooms = _____
- _____
- _____
- _____

4605 Pembroke Lake Circle, Unit 101, Virginia Beach, VA 23455
757.466.8378 (office) 757.472.2547 (cell) 757.512.5961 (fax)



Property Reservation Fee Receipt

\$_____ was received from _____

(applicant) on ___/___/___ as a Property Reservation Fee to take the property at

_____ off the market and hold it for the applicant to occupy. Upon lease signing, this Property Reservation Fee (referred to as application deposit in the VRLTA) will be applied towards the rental deposit required in the lease. If the applicant fails to sign the lease, applicant will be liable for any expenses and damages that are a result of tenant's failure to sign the lease. If expenses and damages, exceed the amount of the Property Reservation Fee paid, the entire fee will be forfeited by applicant. If Property Reservation fee paid exceeds expenses and damages, Landlord will provide applicant with an itemized list of damages and will refund any remaining fee. A Landlord's expenses and damages include but are not limited to lost rental income, real estate commissions paid, and any other expenses related to the accepted applicant. Fees paid by the applicant in cash, certified check, cashier's check, or postal money order shall be refunded within 10 days, and all other forms of payment will be refunded within 20 days.

Housing Choice Voucher Recipient Holders - If tenant is a Housing Choice Voucher recipient holder, and the Housing Authority denies the requested rent, this Reservation Fee will be 100% refundable to the applicant. A failed inspection is not grounds for the reservation fee to be refundable unless the landlord refuses to cure the inspection fail items.

Applicant Signature

Landlord/Agent Signature