

Landlord Guide to Apple Health and Homes Rental Assistance Vouchers

Welcome to the Apple Health and Homes Rental Assistance Program! We are excited to partner with you to provide safe, sanitary, and affordable housing to Washington residents.

Key Program Features:

- 1. Subsidy and the Participant Contribution:** AHAH-eligible participants pay up to 30% of their income towards rent monthly while Commerce pays the rest directly to the landlord.
- 2. Long-Term Tenants:** AHAH Rental Assistance is a long-term subsidy that is available to eligible for an indefinite amount of time. Though we do not guarantee a tenant will be long-term, AHAH Rental Assistance allows tenants to maintain stability in their housing for the long-run.
- 3. Tenant Supports:** AHAH-eligible participants have access to local community-based agencies to provide additional support, as needed, for tenancy success.
- 4. Communication with Property Managers and Landlords:** Commerce staff are available to support landlords with enrollment, monthly rent payment, renewals, and technical assistance.
- 5. Real-Time Tracking:** Based on our estimates, approximately 600 households will be served statewide. Commerce uses an innovative data platform to track fund allocations, spending, and uncommitted funds to maximize the benefits to communities.

Next Steps

- Complete the Intent to Rent Form.** Once you have decided to rent to an AHAH Rental Assistance participant and their household, the first step is to complete [the Intent to Rent form](#). This form provides basic information about the participants, yourself and the rental unit to begin the approval process. The Intent to Rent form is submitted to the AHAH program by the tenant and their supportive housing provider.
 - Complete the AHAH Housing Inspection.** Schedule a Housing Habitability Inspection with the supportive housing provider working with the AHAH Rent Assistant participant. After the inspection is finished, address any concerns until the unit meets all habitability standards. You can view a full-copy of the Habitability inspection Checklist [here](#).
 - Set up a Statewide Vendor ID (SWV Number).** If you do not have an SWV number, visit <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/vendor-payee-registration> and complete the "Electronic or PDF Vendor/Payee Registration Form." The SWV number allows Commerce to issue payments via our accounting system. Set-up can take up to a week so the earlier you complete this the better.
- Optional: Direct Deposit.** You have the option of setting up direct deposit to a bank account attached to the SWV number. If you do not submit a Direct Deposit form, you will receive a check via mail to the address associated with your SWV number. Please note, Direct Deposit forms cannot be completed until the SWV number has been assigned. Once direct deposit is submitted, it takes 7 to 10 business days for the direct deposit to be processed.

- Provide Commerce with Proof of Ownership/Management.** As soon as possible, complete the [Owner/Agent Verification form](#) and attach the required documentation. Please note, you only need to provide one item from the list for each section you are verifying.
- Provide Commerce with a Blank Copy of the Lease and any Addendums.** Commerce must review the unit's lease to verify whether it meets program guidelines and all applicable landlord tenant laws. Most leases include all the applicable terms and conditions and the review is quick. If there are concerns, AHAH staff will reach out quickly to address them.
- Receive the Official Approval Notification** Once Commerce has verified Ownership/Agency, the SWV Number, and the Lease, they will provide an official notification that the voucher and rental have been approved and you are free to move forward with lease signature and the move-in walk-through.
- Sign the lease with the tenant and perform the move-in walkthrough.** Schedule a time with the tenant to sign the approved lease and complete the move-in walk-through. Please note, the lease and move-in walk-through must be signed by all adult tenants and the landlord or their representative to be considered valid for this program.
- Sign the Rental Assistance Payment Agreement and Return the Necessary Documents.** Commerce will generate and send a [Rental Assistance Payment Agreement](#) for your signature. This is an agreement between Commerce and the property owner/agent outlining responsibilities of both parties. Review and sign the Rental Assistance Payment Agreement and return it, along with the executed lease and move-in walk-through to Commerce to activate the voucher. Please note, for documents received and approved by the 15th of the month, payment will be issued on the first of the following month. Documents submitted and approved after the 15th of the month will be added to the next available batch cycle after the first of the following month.

Maintaining Rental Assistance

Landlords will receive rental assistance payments from Commerce, as agreed upon in the Housing Assistance Payment Agreement, for the duration of the tenancy and enrollment in the program (please see the Housing Assistance Payment Agreement for more information about circumstances where a subsidy or the agreement may be terminated). Landlords are expected to complete the following to maintain the subsidy:

- ✓ Provide Commerce with any written notices sent to the tenant regarding their rental.
- ✓ Notify Commerce immediately upon receiving notice that a tenant will vacate the unit or upon discovering that a tenant vacated a unit.
- ✓ Participate in periodic tenancy verification activities.
- ✓ Provide a current rent ledger or other tenancy records, upon request.
- ✓ Renew the Housing Assistance Payment Contract when a new lease or rental agreement is signed.
- ✓ Notify Commerce of any upcoming changes to the rent amount or utilities paid by the tenants.
- ✓ Participate in habitability inspections as requested by Commerce.

Contact Information: AHHRAP@COMMERCE.WA.GOV