

Housing Authority of the County of Alameda (HACA)
Temporary COVID-19
Signing Bonus Program Guidelines and Owner Acknowledgement

SIGNING BONUS PROGRAM GUIDELINES

This Temporary COVID-19 Signing Bonus Program provides a financial incentive to encourage property owners to rent residential units to HACA's Mainstream Voucher and Foster Youth to Independence (FYI) Initiative voucher holders. The Mainstream program serves non-elderly families that include a person with a disability and the FYI program serves persons aged 18 to 25 that were previously part of the foster care system.

Under the Signing Bonus Program, HACA will provide one-time bonus payments to property owners with units located in HACA's jurisdiction that are newly rented to Eligible Tenants (defined below).

The Signing Bonus Program will begin with Requests for Tenancy Approval (RTA) received on or after June 15, 2021. It will sunset on May 15, 2021, meaning signing bonuses will only be paid where both the HAP contract has been executed and the tenant has moved into the unit on or before May 15, 2021.

I. ELIGIBLE TENANTS

To be eligible to participate in the Signing Bonus Program, a prospective tenant must be a current holder of a Section 8 Voucher through either the Mainstream or FYI programs.

Eligible Tenants are households that have newly been issued Section 8 Vouchers only. Current Mainstream or FYI program participants wishing to move are not Eligible Tenants.

II. SIGNING BONUS PAYMENTS

Property owners who rent to an Eligible Tenant may receive a one-time signing bonus payment in the amount of \$500 when they sign a 12-month lease with an Eligible Tenant. This signing bonus applies at move-in only and will be paid once both the HAP contract has been executed and the tenant has moved into the unit.

Property owners wishing to participate may include owners who are new to HACA's Section 8 Voucher program as well as property owners who currently have other residential units leased under the Section 8 program and wish to rent one or more additional units.

The signing bonus payment will be made payable to the person/company for which we have a W-9 on file and associated with the unit the Eligible Tenant is renting.

HACA COVID-19 SIGNING BONUS PROGRAM OWNER ACKNOWLEDGEMENT

By signing this Acknowledgement, the property owner, or their designee, acknowledges and agrees to the following terms and conditions:

1. Owner has received a copy of, has read, and understands the Signing Bonus Program guidelines and agrees to comply with the terms of this Acknowledgment and the guidelines.
2. To participate in the Signing Bonus Program, the owner must comply with all of the following requirements:
 - a. The tenant must meet the definition of an Eligible Tenant in Section I of the guidelines above;
 - b. HACA must have approved the unit and the owner must sign a Housing Assistance Payments Contract with HACA for the unit;
 - c. The owner must sign a 12-month lease with the Eligible Tenant; and
 - d. The tenant must move into the unit.

This Signing Bonus is being requested for:

Unit Address: _____

Tenant Name: _____

If there is more than one owner of the property listed below, both owners must sign this Acknowledgement.

I certify by signing this Acknowledgement that I am the legal owner of the property listed below, or their designee. I understand that the submission of this Acknowledgement does not constitute approval by HACA, and does not guarantee payment to me of a signing bonus. I further understand that my participation in this program is subject to the availability of funds for the program.


Signature of Owner: _____ Date: _____

Name of Owner: _____

Signature of Additional Owner: _____ Date: _____

Name of Additional Owner: _____

**After completing this form, please attach it to your Request for Tenancy Approval (RTA).
Thank you for participating in HACA's programs.**

For HACA Use Only:	If okay to pay Bonus once HAPC is signed, HS sign here 	
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