

Housing Authority of the County of Santa Cruz

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Rental Agreement/Lease Requirement Checklist

The purpose of this checklist is to ensure we have all information needed to complete contracts and issue payments promptly.

Your Tenant/Landlord Rental Agreement/Lease must include the following:

- _____ **Tenant's complete name**
- _____ **Effective date of lease/rental agreement**
- _____ **Term of lease/rental agreement**
- _____ **Complete unit address (include city & state)**
- _____ **Total monthly rent**
- _____ **Utilities – Make sure to specify which utilities landlord is responsible for paying and which utilities tenant will pay.**
- _____ **Appliances- Specify who will provide refrigerator & stove.**
- _____ **Occupants- state the names of the occupants in the unit.**
- _____ **Tenant & Landlord must both sign lease/rental agreement.**
- _____ **Lease/rental agreement must include HUD wording “HUD Tenancy Addendum is Incorporated in This Lease”**

Please make sure you have checked all of the above before submitting your Lease/Rental Agreement.

Note: The information on your rental agreement/lease must match the information on our HAP Contract & Tenancy Addendum.

If you have any questions please call the Property Management Information Center (831) 454-5977