



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

2640 Fountain View Drive ■ Houston, Texas 77057 ■ 713.260.0500 P ■ 713.260.0547 TTY ■ www.housingforhouston.com

Monday, March 15, 2021

Re: Retro HAP Payment

A message from the Houston Housing Authority

Thank you for your interest in leasing to a Houston Choice Voucher Program participant.

The Houston Housing Authority will make HAP (Housing Assistance Payments) contracts retroactive. The unit must pass the Housing Quality Standard (HQS) inspection first. You **may** allow a client to move-in **without an executed HAP Contract** with the Houston Housing Authority once the HQS inspection has passed.

NOTE: The Houston Housing Authority main office is closed to the public at this time. The inspections department will contact the landlord or property manager within 30 days to schedule an inspection. You will receive the executed contract within 60 to 90 days of the HQS passing inspection. The effective date on the contract and the signed, lease agreement must match. If a variance arises during the drafting of the contract, the client will be responsible for the full rent. All subsequent payments will be made on, or around the 1st of the month.

Landlords have different emails for most forms.

Rental increase: rentalincrease@housingforhouston.com

Landlord change of address and direct deposit: directdeposit@housingforhouston.com

Landlord inspection: inspections@housingforhouston.com

Change of ownership: GBell@housingforhouston.com

All other landlord documents (PDF only) can be sent to landlorddocs@housingforhouston.com

Landlord questions: MKelsch@housingforhouston.com and
AHudspeth@housingforhouston.com

Voucher Submitting: RFTA@housingforhouston.com

If you have any questions or concerns, please contact the Authority's call center at (713) 260-0600