



## STEP Program

Dear Landlord:

The STEP Program, developed by MaineHousing, is a short term rental assistance program designed to help homeless individuals and families pay a portion of their rent for up to 24 months while they work toward housing stability. A Rent Reasonableness check will be done on each unit to be sure it falls within HUD’s rental guidelines. Each unit will also need to pass a Housing Quality Standards (HQS) Inspection before the tenant may sign the lease or move in, and before any payments can be made.

Attached are the following documents:

- STEP Program Summary
- Request for Unit Approval
- Lease Addendum
- Lead-based Paint Disclosure Statement
- VAWA Lease Addendum
- VAWA Notice to Owners
- W-9 form
- Owners Information
- ACH Transfer/ Deposit Form
- Move-In Inspection Checklist
- Egress Window Information Sheet

The individual or family providing you with this information has been issued a Program Coupon and is in the process of searching for a unit in which to live. **As the landlord, you are responsible for conducting your own background checks and/or calls for tenant references.** If you are interested in renting to this person or family, and in working with the STEP Program, please complete the required documents and return them to the individual or family who gave them to you, or to the Housing Navigator they are working with, listed below. **Please also include a blank (unsigned) copy of your lease agreement.** The individual or family must not sign the lease until it has been approved, and **they must not move into the unit until it has passed the HQS Inspection.**

When the Housing Navigator receives all of the completed documents, they will review them and will contact you with any questions, or forward the information to MaineHousing to arrange for the inspection of the unit. Once the unit passes inspection the individual or family may sign the lease and begin moving in. MaineHousing will issue rental assistance payments to owners, or their designated representative.

Payments for move-ins with effective dates not on the first day of the month, will be pro-rated to reflect actual number of days the unit was occupied by the household during the first month. The owner will be paid on or about the first day of the month for which the rental payment is due.

Please feel free to contact us if you have any questions.

Housing Navigator: \_\_\_\_\_ Navigator’s Agency \_\_\_\_\_

Navigator’s Phone: \_\_\_\_\_ Navigator’s FAX #: \_\_\_\_\_

Navigator’s email : \_\_\_\_\_