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## Housing Choice Voucher Program New Lease Guidelines

According to CFR 982.308, leases must include the following information:

- Landlord's name
- Tenant's name, including all adult household members
- Complete physical address of the unit, including the city
- Contract rent that matches the approved contract rent amount
- Effective date that matches the effective date of the contract. (Exception to this is for 13-month leases that allow for the client to receive one month's free rent.)
- Lease end date that matches the expiration date of the HAP contract
- Utility and appliance responsibility
- Provisions of renewal, such as a 30- or 60-day notice