



**GARLAND**

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## **Extension Policy:**

In accordance with GHA administrative plan, GHA does not grant extensions. You will only have 60 days to locate a unit. The RFTA must be turned in by the 60<sup>th</sup> day.

**REQUIRED LEASE UP PROCESS:** The steps below will help you understand the process:

**1. Locate a unit within your voucher limit. (Noted on the worksheet provided)**

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**2. After you have been approved by the landlord's application; have the landlord to complete the Request for Lease packet.**

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**3. Turn the packet in to Garland Housing Agency. Make sure that the landlord has completed every page BEFORE your turn this in to your case manager. You do not need to see your case manger to drop this off/ packet will be accepted via email in PDF format or faxed. **GHA is not responsible for RTA's packet not received via fax:****

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**4. Allow 7-20 days for unit to pass inspection; AS SOON as the unit passes inspection, contact your case manager for an appointment. This is necessary to complete the housing assistance payment (HAP) contract.**

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**5. GHA will provide the required move in documents: Please do not move into the before GHA has informed you of your share of rent.**

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**REMINDER: DO NOT MOVE IN TO THE NEW UNIT, PICK THE KEYS, OR SIGN THE LEASE UNTIL STEPS 1 THRU 5 HAVE BEEN COMPLETED!!**

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