



945 Charles Street
North Providence, RI 02904

Carol Pontarelli, Chairman
Rosemary Andreozzi, Vice Chairman
Armand Milazzo, Commissioner
June DiLorenzo, Commissioner
John Fleming, Commissioner

Telephone (401) 728-0930 Fax (401)-728-2126
E-mail-marsenault@nphousing.org
Relay RI - 711
Marilee Arsenault
Executive Director

IMPORTANT INFORMATION TO OWNER/AGENTS AND TENANTS

The "Request for Tenancy Approval" forms signed by both landlord and tenant must be received by the North Providence Housing Authority **BEFORE** the 15th of the month for a lease to be effective on the 1st of the following month. Should a tenant find a unit in another city/town, the "Request for Tenancy Approval" forms must be presented to the North Providence Housing Authority **BEFORE** the 11th day of the month to properly forward all paperwork to the new housing authority.

The North Providence Housing Authority **MUST** have a copy of the unit's **CURRENT** lead Conformance Certificate **BEFORE** an inspection of the unit can be scheduled.

Tenant **MAY NOT** move into the unit until the unit passes inspection by the housing Inspector.

The North Providence Housing Authority can **ONLY** approve a rent which is reasonable, taking into consideration the area, condition of the unit, utilities and amenities included and current Family Market Rent (FMR).

The North Providence Housing Authority **CANNOT** authorize a lease in which the family will pay more than 40% of their income towards rent and utilities.

The North Providence Housing Authority **MAY NOT** approve a unit if the owner is the parent, child, grandparent, grandchild, sister or brother of any member of the family except as a reasonable accommodation for a person with a disability.

It is the responsibility of the **LANDLORD** to determine suitability of prospective tenants. Landlords are encouraged to screen potential tenants.

ONCE the unit passes inspection, the North Providence Housing Authority will do all the necessary paperwork including the Lease and Housing Assistance Payment contract (HAP). The tenant and landlord **MUST** come in to the office to sign all forms and contracts before the effective date of the lease.

Tenant **MUST** pay his portion of rent **ON TIME**. The Housing Authority will send their portion of rent for the 1st of the month to the address of the owner, or person or organization designated by the owner.