

**HOUSING AUTHORITY OF LANCASTER**

3502 Caroline Courts – P.O. Box 1235  
LANCASTER, SOUTH CAROLINA 29721  
PHONE (803) 285-7214 - FAX (803) 283-2049

**OFFICE USE ONLY:**

Property Number

**HCV PROSPECTIVE HOUSING FORM**

Please complete the **shaded areas** of this form and return to the office to place your house on the Housing Authority of Lancaster’s Landlord Listing. Please **PRINT**.

Property Owner’s Name: \_\_\_\_\_  
First Middle Last

Mailing Address: \_\_\_\_\_  
Street/P. O. Box City State Zip

Contact Numbers: \_\_\_\_\_-Home \_\_\_\_\_-Office \_\_\_\_\_-Other

Email Address: \_\_\_\_\_

**If someone other than the property owner will be managing this property complete below:**

Name: \_\_\_\_\_  
First Middle Last

Mailing Address: \_\_\_\_\_  
Street/P. O. Box City State Zip

Contact Numbers: \_\_\_\_\_-Home \_\_\_\_\_-Office \_\_\_\_\_-Other

Real Estate License: \_\_\_\_\_ Email Address: \_\_\_\_\_

Payment To:  Manager (additional form required)  Owner

**Property Information:**

Property Address: \_\_\_\_\_  
Street City State Zip

Year Constructed: \_\_\_\_\_ Last Year Remodeled: \_\_\_\_\_ Square Footage: \_\_\_\_\_

City Limits or  County #Bedrooms: \_\_\_\_\_ #Bathrooms: \_\_\_\_\_ Available:  Stove  Refrigerator

Type House:  Single Family Detached  Semi-Detached (Duplex)  Row/Townhouse  Low-Rise Apt.  
 High Rise Apt. w/Elevator  Manufactured Home

Type Heating: \_\_\_\_\_ Water Heater:  Gas  Electric Cooking:  Gas  Electric

Neighborhood:  Residential  Mixed (Commercial/Residential)  Industrial  Rural

Please complete the attached Amenities Checklist for this property.

Date property available for renting: \_\_\_\_\_

Amount of Rent: \$ \_\_\_\_\_ Amount of Security Deposit: \$ \_\_\_\_\_

Owner’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Property Verified By: \_\_\_\_\_ Neighborhood Property Deed:  Received  Printed

Property Entered:  Yes  No By: \_\_\_\_\_ # \_\_\_\_\_ Landlord Listing:  Existing  Yes  No By: \_\_\_\_\_

Vendor:  Existing or  New W-9 Received By: \_\_\_\_\_ Vendor Entered: \_\_\_\_\_

Rent Reasonable Performed Date: \_\_\_\_\_ By: \_\_\_\_\_  Comparable  Adjustment Authorized \_\_\_\_\_