

Office Use Only

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date List Updated: \_\_\_\_\_\_\_\_\_\_\_\_

Updated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Norfolk Redevelopment and Housing Authority

Housing Choice Voucher Department

P. O. Box 968

Norfolk, VA 23501

Attention: Denise M. Wilson

Telephone Number: (757) 314-2022 Fax Number (757) 314-1307~ E-Mail: [dwilson@nrha.us](mailto:dwilson@nrha.us)

**Housing Choice Voucher Available Unit Listing**

**Property Addition/Removal Request**

To submit a unit for the listing via one of the above contact sources, please carefully complete this form and return to NRHA. Property will be listed only for the City of Norfolk. This listing is provided to the voucher holders and the general public.

The referral list is updated weekly; your unit will remain on the listing for 90 days unless you complete the section of the form to delete it from the list earlier. Please also notify us by completing the form to delete the property from the list once your unit is leased. Should your unit remain available after 90 days please submit an e-mail to [dwilson@nrha.us](mailto:dwilson@nrha.us) for the unit to remain on the list.

Please add the below property to the NRHA Referral List:

\* Are you a new landlord to our program?  Yes  No \* Is the unit ready for initial inspection?  Yes  No

**Property Address**       **Apt.**       **Zip Code**

**Neighborhood**       **Date Rental Property Will Become Available**

**Number of Bedrooms**       **Requested Rent Amount** $      **Deposit Amount** $

**Number of Bathrooms**       **Square Footage**       **Handicap Accessible**

**Year Built**       **Maintenance Provided by Owner (onsite or offsite)**  Yes  No

Unit type:

Apartment/Garden Walk-up (4 stories or less)

Apartment/High Rise with elevator (5 stories or more)

Townhome/Row House

Single Family Detached

Semi-Detached/Duplex

Manufactured/Mobile Home

Utilities **paid** by owner:

Electric  Gas  Water  Sewer  Trash  Oil

Amenities provided by owner:

Basement  Attic  Business/Fitness Center  Cable/internet ready  Carpeting  Ceiling Fan(s)

Central A/C Unit  Ceramic Tile Floors  Clubhouse  Covered and/or Off-street Parking

Deck/Balcony/Patio/Porch  Dishwasher  Elevator  Energy Efficient Cert Unit  Fenced

Garage  Garbage Disposal  Handicap Accessible  Hardwood Floors  Laundry Facilities

Modern Appliances  Playground/Courts  Pool  Stove  Refrigerator  Security System

Storage  Washer/Dryer  Washer/Dryer hook-up  Window/Wall A/C Unit  Working Fireplace

Yard Sprinkler System  Lawn Care  Near Bus Line  Near Shopping  Transportation or Day Care

Other Amenities:

**Your Contact Information (Please Print)**

**Agency Name**       **Contact Person**

**Mailing Address**:       **City**       **State**       **Zip**

**Contact Number**:       **E-mail**:

Thank you for making your property available for NRHA’s voucher holders. We look forward to working with you.

Please remove the below property from the NRHA Referral List

**Property Address:** **Apt.**  **Zip Code**

**Telephone Number**:       **Number of Bedrooms**:

**Unit leased to a Housing Choice Voucher participant?**  Yes  No

**Contact Signature**:

Please note that voucher holders and the general public may retain outdated lists, so you may receive calls after the unit is rented or no longer available

NRHA’s Unit Availability List is on NRHA’s website at: <nrha.us/housing/clients/housing-choice-voucher-participants/available-unit-listing>

Hard copies are available at:

* 555 E. Main St., Norfolk, VA 23510
* 910 Ballentine Blvd., Norfolk, VA 23501

**Referral List Contact Information**

Norfolk Redevelopment and Housing Authority

Housing Choice Voucher Department, 15th Floor

555 E. Main St.

P. O. Box 968

Norfolk, VA 23501Attention: Denise M. Wilson

Office: (757) 314-2022 Fax: (757) 314-1307 E-Mail: [dwilson@nrha.us](mailto:dwilson@nrha.us)

Norfolk Redevelopment and Housing Authority’s Housing Choice Voucher Program (formerly known as Section 8) invites current and prospective landlords to attend our virtual Landlord Orientations on the 4th Tuesday of each month. Landlords will learn about the steps to partnering with the Housing Choice Voucher program, federal program regulations, and program processes. To register, click on the Orientation in the Events Calendar here <https://nrha.us/events/>

**NRHA is seeking new landlords to lease property located in the City of Norfolk to voucher holders.**