



# WELCOME!

Dear Landlord,

Thank you for your interest in working with the Corpus Christi Housing Authority (CCHA)! Our office will require this Docusign packet and any requested documentation be uploaded in order to begin the process of creating your account with the CCHA.

Landlord Set-ups:

1. Complete the Docusign packet.
  - Proof of Ownership
  - Direct Deposit
  - W-9
  - Assignment of HAP (If Applicable)
2. You can already start listing your unit for leasing (when you're ready by logging onto [CCHA's website](#)). Please remember no applicant can move in until our approval is granted and your unit has passed our inspection.
3. You will also MUST attend the next Landlord orientation – Last Friday of every month at 1:00 p.m. located at 3701 Ayers, Corpus Christi, Texas 78415 (Facemask Recommended).
  - You will learn details on the Housing Voucher Program (Section 8)
  - You will learn what to expect during the Housing Quality Inspection (HQS) unit inspection.

We are here to assist in making this process as smooth as possible. However, if you run into any issues or have any questions please contact us at 361-889-3300 (#1 for English, next press #2 Housing Voucher Program, and lastly #1 for the Landlord Liaison).

Sincerely,  
Housing Choice Voucher Program