

5-STAR TENANT PROGRAM

Participant Checklist

Atlanta Housing's (AH) 5-Star Tenant Program provides participants with financial literacy and credit counseling services. Participants who complete the 5-Star Tenant Program also have an opportunity to apply to lease at the brand new, in-town apartment community, Generation Atlanta. The purpose of this document is to provide you with a checklist of steps to ensure you complete the 5-Star Tenant Program requirements.

- Attend a virtual informational session.**
- Submit an application for 5-Star Tenant Program enrollment.**
 - If you meet program eligibility requirements, you will receive a call from a 5-Star Tenant Program service provider within 30-days.
 - If you do not meet program eligibility requirements, AH will inform you by letter within 30-days.
- Enroll with assigned service provider.**
- Submit a Request to Move from to your AH Housing Counselor at least 90 days before lease end.**
- Complete the 5-Star Tenant Program financial literacy and credit counseling.**
- Call Generation Atlanta at (404) 975-4585 to schedule an appointment to submit a leasing application and tour the property.**
 - Take your 5 Star Certificate of Completion with you in order to apply
 - Inform Generation Atlanta of your current lease-end date & desired move-in date
 - Generation Atlanta will review your leasing application within 7-days and inform you of the results.
- Confirm that your Request to Move is approved by AH.**
- Attend the virtual voucher briefing and receive your voucher to move and Request for Tenancy Approval (RTA) form.**
- Issue a notice to vacate to your current Landlord at least 60-days before your lease ends.**
- Call Generation Atlanta to schedule an appointment to choose your unit.**
 - You must provide your AH Request for Tenancy Approval (RTA) paperwork to Generation Atlanta for submission to AH.
 - Generation Atlanta will submit your RTA, along with the Expedited Lease-Up paperwork, to AH.
- Confirm that AH has received your RTA and Expedited Lease-Up paperwork from Generation Atlanta.**
 - Ask your AH Housing Counselor if you're eligible for a Leasing Incentive Fee (LIF).
 - Within 10-days of receipt AH will contact both you and Generation Atlanta to finalize your move-in date.
- Sign your lease with Generation Atlanta.**
- Move into Generation Atlanta!**

Please contact Atlanta Housing at (404) 892-4700 with any questions.

