There are two services, private landlord and corporate owned properties available of which is determined by the ownership of the property. There are differences between the two services including the risk reduction fund is only available to private landlords. Review the service agreements for each program to be able to discuss the services.

1. Upon initial contact with landlord/property management representative, if lease term will be one year or more, review the services and provide the proper HOC services flyer to the contact.
2. Upon application approval, send the proper services agreement to the landlord/property management contact to complete. CC: [HOC@Cornerstonesva.org](mailto:HOC@Cornerstonesva.org)
3. Call the contact within 24 hours of sending the agreement to determine if there are any questions about the services and encourage contact to complete the agreement.
4. The agreement requires the executed agreement and entire lease to be e-mailed to [HOC@Cornerstonesva.org](mailto:HOC@Cornerstonesva.org). by the contact.
5. HOC staff will send a welcome letter to contact and copy HOC member to verify enrollment.
6. HOC will maintain a database of unit, tenant, certain lease data and property contact name and e-mail address

The new program services are effective as of today. Previous housing partner and game changer memberships will continue to be honored.

The flyers and agreements in WORD and PDF versions are available at:

[Collaborative and Helpful Documents | Housing Opportunities Collaborative (fairfaxhousingcollaborative.org)](https://www.fairfaxhousingcollaborative.org/collaborative-and-helpful-documents/)

Contact John Bobby about the HOC and processes at 571-323-1408 or e-mail [John.Bobby@Cornerstonesva.org](mailto:John.Bobby@Cornerstonesva.org)