



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 23434
Attention: Mary Rivers

Telephone Number: (757) 314-4258~ Fax Number (757) 314-1408~ E-Mail: [mrivers@nrha.us](mailto:mrivers@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 bi-weekly; the deadline to submit this form is Wednesday 12:00 pm. 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 [mrivers@nrha.us](mailto:mrivers@nrha.us) for the unit to remain on the list.

[ ] Please add the below property to the NRHA Referral List:

Property Address \_\_\_\_\_ Apt. \_\_\_\_\_ Zip Code \_\_\_\_\_

Neighborhood \_\_\_\_\_ Date Rental Property Will Become Available \_\_\_\_\_

Number of Bedrooms \_\_\_\_\_ Requested Rent Amount \$ \_\_\_\_\_ Deposit Amount \$ \_\_\_\_\_

Number of Bathrooms \_\_\_\_\_ Area \_\_\_\_\_ Handicap Accessible \_\_\_\_\_

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 \_\_\_\_\_ Sanitation \_\_\_\_\_ Trash \_\_\_\_\_ Oil \_\_\_\_\_

Appliances provided by owner:

Stove \_\_\_\_\_ Refrigerator \_\_\_\_\_ Washer/Dryer \_\_\_\_\_ Dishwasher \_\_\_\_\_

Amenities:

Carpet \_\_\_\_\_ Blinds \_\_\_\_\_ On-site Laundry \_\_\_\_\_ Garage \_\_\_\_\_ 24-hour Management \_\_\_\_\_ Security \_\_\_\_\_
Ceiling Fans \_\_\_\_\_ Balcony \_\_\_\_\_ Lawn Care \_\_\_\_\_ Playground \_\_\_\_\_ Near Bus Line \_\_\_\_\_ Near Shopping \_\_\_\_\_
Other Details \_\_\_\_\_

**Your Contact Information (Please Print)**

Agency Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address \_\_\_\_\_  
City State Zip

Contact Number \_\_\_\_\_

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

Please review the form for accuracy prior to submitting to ensure that the correct information is listed on the referral listing.

NRHA’s Referral List is on NRHA’s website at: [www.nrha.us](http://www.nrha.us) (Rent/Housing Choice Voucher Program)

Hard copies are available at:

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

**Referral List Contact Information:**

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Housing Choice Voucher Department  
P. O. Box 968  
Norfolk, VA 23434  
Attention: Mary Rivers

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Landlord orientations are held monthly on the 4<sup>th</sup> Tuesday at 10:00 am at 555 E. Main St., Norfolk, VA 23510; to attend an orientation contact [pjoneswatford@nrha.us](mailto:pjoneswatford@nrha.us)

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