

Request for Tenancy Approval Housing Choice Voucher Program

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 4/30/2014)

Public reporting burden for this collection of information is estimated to average .08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. Assurances of confidentiality are not provided under this collection. Eligible families submit this information to the Public Housing Authority (PHA) when applying for housing assistance under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The PHA uses the information to determine if the family is eligible, if the unit is eligible, and if the lease complies with program and statutory requirements. Responses are required to obtain a benefit from the Federal Government. The information requested does not lend itself to confidentiality.

1. Name of Public Housing Agency (PHA)			2. Address of Unit (street address, apartment number, city, State & zip code)			
3. Requested Beginning Date of Lease	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt.	8. Date Unit Available for Inspection	
9. Type of House/Apartment <input type="checkbox"/> Single Family Detached <input type="checkbox"/> Semi-Detached / Row House <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Garden / Walkup <input type="checkbox"/> Elevator / High-Rise						
10. If this unit is subsidized, indicate type of subsidy <input type="checkbox"/> Section 202 <input type="checkbox"/> Section 221(d)(3)(BMIR) <input type="checkbox"/> Section 236 (Insured or noninsured) <input type="checkbox"/> Section 515 Rural Development <input type="checkbox"/> Home <input type="checkbox"/> Tax Credit <input type="checkbox"/> Other (Describe Other Subsidy, Including Any State or Local Subsidy) _____						

11. Utilities and Appliances

The owner shall provide or pay for the utilities and appliances indicated below by an "O". The tenant shall provide or pay for the utilities and appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.

Item	Specify fuel type	Provided by	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Other Electric			
Water			
Sewer			
Trash Collection			
Air Conditioning			
Refrigerator			
Range/Microwave			
Other (specify)			

12. Owner's Certifications.

a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. **Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.**

	Address and unit number	Date Rented	Rental Amount
1.			
2.			
3.			

b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

c. Check one of the following:

____ Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.

____ The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.

____ A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. **The PHA has not screened the family's behavior or suitability for tenancy. Such screening is the owner's own responsibility.**

14. The owner's lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family as to whether or not the unit will be approved.

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Signature		Signature (Household Head)	
Business Address		Present Address of Family (street address, apartment no., city, State, & zip code)	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)

For Office Use Only (MARK IN RED)

Entity ID: _____ Voucher Size: _____
 Max. Shopping Range: _____ Voucher Issuance: _____
 Voucher Expiration _____

Si necesita ayuda con este formulario, llame al 305-403-3222
Si w bezwen yo ede w ak fom sa a, tanpri rele 305-403-3222

RFTA Addendum

- | | |
|---|---|
| 1. Is a condo association letter required? <input type="checkbox"/> YES <input type="checkbox"/> NO | 2. 13 digit property Folio # _____ |
| 3. Is the Unit Handicap accessible? <input type="checkbox"/> YES <input type="checkbox"/> NO | 4. Number of Bathrooms _____ |
| 5. Telephone # to call to schedule inspection (_____) _____ | 6. Telephone # to call to enter unit day of inspection and/or gate code if applicable (_____) _____ |
| 7. Number of children under the age of six (6) who reside in the household? _____ | |

8. Please select all that are applicable to your unit.

- Parking:** Assigned Unassigned Carport Garage
- Exterior:** Balcony Deck Patio Porch Driveway Street None
- Amenities:** Garbage Disposal Dishwasher Cable Pool Pest Control Security System Lawn Care Ceiling Fans
 Washer/Dryer Hookups Washer/Dryer in Unit Washer/Dryer in Complex Microwave (in addition to Range)
 Fenced Yard Gated Community Window/Wall A/C Central AC

Additional Type of House/Apartment: Single Room Occupancy Independent Group Resident (Assisted Living Facility)

Option 1: The expense of a washer/dryer and cable can be included in the proposed rent at the time of RFTA submission so long as 1) It does not exceed the maximum shopping range and 2) Is within the rent range approved by the survey. If these two criteria are met the washer and dryer will be considered an amenity for rent reasonableness purposes. If the inclusion of the washer/dryer and/or cable fee causes the unit to exceed the affordability threshold for the tenant and/or the rent range approved by the survey the owner must exercise option 2.

Option 2: The owner can offer an HCVP tenant the choice of a washer/dryer and/or cable via an addendum to the lease agreement. The addendum can require the tenant to pay a **fee in addition to rent** so long as the addendum is worded as such. In other words, the wording of the addendum cannot refer to the washer/dryer and/or cable fee as rent. For this option, the washer/dryer and cable fee will not be considered an amenity for rent reasonableness purposes.

Owner/Landlord and Tenant acknowledge that:

- *The information above is true and accurate*
- *Falsifying information may result in program termination for both parties*

 Print Name of Tenant

 Print Name of Owner/Landlord

 Tenant Signature

 Owner/Landlord Signature

 Date

 Date

 Tenant E-Mail

 Owner/Landlord E-Mail