

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. 7/31/2022

The public reporting burden for this information collection is estimated to be 30 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Department of Housing and Urban Development (HUD) is authorized to collect the information on this form by Section 8 of the U.S. Housing Act (42 U.S.C. 1437f). Form is only valid if it includes an OMB Control Number. HUD is committed to protecting the privacy of individuals' information stored electronically or in paper form, in accordance with federal privacy laws, guidance, and best practices. HUD expects its third-party business partners, including Public Housing Authorities, who collect, use maintain, or disseminate HUD information to protect the privacy of that information in Accordance with applicable law.

When the participant selects a unit, the owner of the unit completes this form to provide the PHA with information about the unit. The information is used to determine if the unit is eligible for rental assistance. HUD will not disclose this information except when required by law for civil, criminal, or regulatory investigations and prosecutions.

1. Name of Public Housing Agency (PHA)			2. Address of Unit (street address, unit #, city, state, zip code)		
3. Requested Lease Start Date	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt	8. Date Unit Available for Inspection
9. Structure Type			10. If this unit is subsidized, indicate type of subsidy:		
<input type="checkbox"/> Single Family Detached (one family under one roof) <input type="checkbox"/> Semi-Detached (duplex, attached on one side) <input type="checkbox"/> Rowhouse/Townhouse (attached on two sides) <input type="checkbox"/> Low-rise apartment building (4 stories or fewer) <input type="checkbox"/> High-rise apartment building (5+ stories) <input type="checkbox"/> Manufactured Home (mobile home)			<input type="checkbox"/> Section 202 <input type="checkbox"/> Section 221(d)(3)(BMIR) <input type="checkbox"/> Tax Credit <input type="checkbox"/> HOME <input type="checkbox"/> Section 236 (insured or uninsured) <input type="checkbox"/> Section 515 Rural Development <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/appliances indicated below by an "O". The tenant shall provide or pay for the utilities/appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and provide the refrigerator and range/microwave.

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

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 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 if the unit is not approved.

Name of Property, as reflected on W-9:

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Owner/Owner Representative Signature		Head of Household Signature	
Business Address		Present Address	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)

RENT COMPARABILITY FORM

TO BE COMPLETED BY LANDLORD/OWNER

Tenant Name

Proposed Address

City, State, Zip

Manager/Owner

Address

City, State, Zip

Number of Bedrooms:

Number of Bathrooms:

Unit Age:

Unit Type (check all that apply):

- Single Family Duplex Garden Apt (3 or more)
 Townhouse Mobile Home Highrise (2+ stories)

Unit Condition (will verify at inspection):

- Excellent Good
 Fair Poor

Utilities to be Provided by Owner:

- Air Conditioning Cooking Heating Other Electric
 Sewer Trash Collection Water Water Heating

Size (sq ft): 1 Bedroom 2 Bedroom 3 Bedroom 4 Bedroom

- | | | | |
|------------------------------------|------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Up to 500 | <input type="checkbox"/> Up to 700 | <input type="checkbox"/> Up to 900 | <input type="checkbox"/> Up to 1100 |
| <input type="checkbox"/> 501-750 | <input type="checkbox"/> 701-950 | <input type="checkbox"/> 901-1200 | <input type="checkbox"/> 1001-1400 |
| <input type="checkbox"/> 751-1200 | <input type="checkbox"/> 951-1150 | <input type="checkbox"/> 1251-1400 | <input type="checkbox"/> 1451-1600 |
| <input type="checkbox"/> 1201 + | <input type="checkbox"/> 1151 + | <input type="checkbox"/> 1401 + | <input type="checkbox"/> 1600 + |

Amenities Provided by Owner:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Basement/Attic | <input type="checkbox"/> Business/Fitness Center | <input type="checkbox"/> Cable/Internet Ready | <input type="checkbox"/> Carpeting |
| <input type="checkbox"/> Ceiling Fan | <input type="checkbox"/> Central A/C Unit | <input type="checkbox"/> Ceramic Tile Floors | <input type="checkbox"/> Clubhouse |
| <input type="checkbox"/> Covered/Off-Street Parking | <input type="checkbox"/> Deck/Balcony/Patio/Porch | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Elevator |
| <input type="checkbox"/> Energy Efficient Cert. Unit | <input type="checkbox"/> Fenced | <input type="checkbox"/> Garage | <input type="checkbox"/> Garbage Disposal |
| <input type="checkbox"/> Handicap Accessible | <input type="checkbox"/> Hardwood Floors | <input type="checkbox"/> Laundry Facilities | <input type="checkbox"/> Modern Appliances |
| <input type="checkbox"/> Playground/Courts | <input type="checkbox"/> Pool | <input type="checkbox"/> Range | <input type="checkbox"/> Refrigerator |
| <input type="checkbox"/> Security System | <input type="checkbox"/> Storage | <input type="checkbox"/> Washer/Dryer Hookups | <input type="checkbox"/> Window/Wall A/C Unit |
| <input type="checkbox"/> Working Fireplace | <input type="checkbox"/> Yard Sprinkler System | | |

Maintenance:

- Owner Provides Onsite Maintenance Owner Provides Offsite Maintenance