

# 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<br><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<br><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<br><br><input type="checkbox"/> Home <input type="checkbox"/> Tax Credit<br><br><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) |