

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

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. 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. Tenant's Name and Social Security Number (last 4 of SSN)			2. Address of Unit (street address, apartment number, city, state, and zip code)			
3. Requested Beginning Date of Lease	4. # Bedrooms # Baths	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt	8. Date Unit Available for Inspection <small>(month, date, year) / /</small>	
9. Type of House/Apartment <input type="checkbox"/> 3 or more story apartment or high-rise building <input type="checkbox"/> Single family <input type="checkbox"/> duplex or triplex <input type="checkbox"/> Fourplex, townhouse, 1 & 2 story building How many units are in this building? _____						
10. Indicate the type of unit owner (you must check one): <input type="checkbox"/> HUD-funded: Section 202, Section 221(d)(3)(BMIR), Section 236 <input type="checkbox"/> Affordable housing (such as Tax Credit, non-profit owner, government agency, etc.) <input type="checkbox"/> Private for profit owner (includes Multifamily Property Tax Exemption (MFTE))						
11. Utilities "Utilities" refer to oil, gas, electricity, and water, sewer and garbage. We do not consider phone, cable, or other costs. Who will pay for the heat? <input type="checkbox"/> Owner <input type="checkbox"/> Tenant Who will pay for the electricity? <input type="checkbox"/> Owner <input type="checkbox"/> Tenant Who will pay for the water and sewer? <input type="checkbox"/> Owner <input type="checkbox"/> Tenant Will the tenant be responsible for reimbursing the owner for any owner paid utilities? Which ones? <input type="checkbox"/> None <input type="checkbox"/> Heat <input type="checkbox"/> Electricity <input type="checkbox"/> Water/Sewer Seattle Housing requires that assisted leases contain explicit information about how utilities will be paid by tenants. The form of this information is up to you. For Ratio Utility Billing Systems (RUBS) or instances where you are prorating bills between multiple units, you must explain how you will determine the tenant share of the bill in your lease (or addendum).						
12. Are there any rent concessions or lease up incentives? Please describe: <i>Seattle Housing use only section:</i> <input type="checkbox"/> UE 1: Tenant pays all utilities <input type="checkbox"/> UE 2: Tenant pays electricity and heat <input type="checkbox"/> UE 3: Tenant pays electricity only <input type="checkbox"/> UE 4: Tenant pays no utilities						

13. 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 buildings 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 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. (The addendum will be attached to the contract and provided to the tenant by Seattle Housing.)

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.

Owner:

Tenant:

Print or Type Name of Owner Who Receives 1099:		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)
E-mail Address		E-mail Address	
Would you like to subscribe to an e-mail list that may be used to send information and news for owners? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Housing Assistance Payment (HAP) Check/Correspondence

Name
Address
Telephone number
Name of person to call for inspections
Number of person to call for inspections