

# 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. 09/30/2017)

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. The Department of Housing and Urban Development (HUD) is authorized to collect information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of the data on the family's selected unit is mandatory. The information is used to determine if the unit is eligible for rental assistance. HUD may disclose this information to Federal, State, and local agencies when relevant civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family voucher assistance.

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

Single Family Detached  
  Semi-Detached / Row House  
  Manufactured Home  
  Garden / Walkup  
  Elevator / High-Rise

10. If this unit is subsidized, indicate type of subsidy

Section 202  
  Section 221(d)(3)(BMIR)  
  Section 236 (Insured or noninsured)  
  Section 515 Rural Development

Home  
  Tax Credit

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)

**Landlords/Owners**, please fill out the following information below to the fullest extent possible by checking or filling in requested dates/numbers. Please return to the HRHA office with completed Request for Tenancy Approval form *and a blank lease*. This information will better help our office determine rent reasonableness. If you have any questions you may contact the office at 540-434-7386.

Unit Address: \_\_\_\_\_

*Owner Provided Amenities*

- |  |   |
|--|---|
| <input type="checkbox"/> Basement/Attic                    | <input type="checkbox"/> Range                              |
| <input type="checkbox"/> Business/Fitness Center           | <input type="checkbox"/> Refrigerator                       |
| <input type="checkbox"/> Carpet                            | <input type="checkbox"/> Screens                            |
| <input type="checkbox"/> Cable/Internet Ready              | <input type="checkbox"/> Security System                    |
| <input type="checkbox"/> Ceiling Fan                       | <input type="checkbox"/> Storage                            |
| <input type="checkbox"/> Central A/C Unit                  | <input type="checkbox"/> Storm Windows                      |
| <input type="checkbox"/> Ceramic Tile Floors               | <input type="checkbox"/> Washer/Dryer                       |
| <input type="checkbox"/> Clubhouse                         | <input type="checkbox"/> Washer/Dryer HOOKUPS               |
| <input type="checkbox"/> Covered and/or Off Street Parking | <input type="checkbox"/> Window/Wall A/C Unit(s)            |
| <input type="checkbox"/> Deck/Patio/Balcony                | <input type="checkbox"/> Yard Sprinkler System              |
| <input type="checkbox"/> Dishwasher                        | <input type="checkbox"/> Wood Stove                         |
| <input type="checkbox"/> Elevator                          |   |
| <input type="checkbox"/> Energy Efficient Cert. Unit       |   |
| <input type="checkbox"/> Fenced                            |   |
| <input type="checkbox"/> Fireplace                         | <input type="checkbox"/> Number of Bathrooms                |
| <input type="checkbox"/> Garage or Carport                 | <input type="checkbox"/> Square footage of unit             |
| <input type="checkbox"/> Garbage Disposal                  | <input type="checkbox"/> Date of major renovations (if any) |
| <input type="checkbox"/> Handicap Accessibility            |   |
| <input type="checkbox"/> Hardwood Floors                   |   |
| <input type="checkbox"/> Laundry Facilities                |   |
| <input type="checkbox"/> Modern Appliances                 |   |
| <input type="checkbox"/> Owner Pays All Utilities          |   |
| <input type="checkbox"/> Playground/Courts                 |   |
| <input type="checkbox"/> Pool                              |   |

*I certify that the information provided above is true and correct to the best of my knowledge.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date