

## RFTA Packet Instruction Sheet

Please fill out the RFTA and all attached documents completely. Inspections are scheduled according to the date and time they are received. RFTA packets will not be considered received until all forms have been filled out completely and returned.

Do Not leave any blanks on the RFTA form. The instructions below will explain how to complete each field. If a field does not apply to your unit, mark Not Applicable (N/A)

1. GHA use only
2. Complete address of the unit, including city, state, and zip code
3. When you would like to begin the lease with the tenant
4. Actual number of bedrooms in the unit
5. Year of original construction. If substantially rehabilitated, date of Certificate of Occupancy
6. Amount of rent you would charge in the open market (except for tax credit properties)
7. Amount you have negotiated with the applicant
8. Date the unit will be READY to pass inspection with all utilities in service
9. Type of unit
10. Only applies to tax credit properties or properties that receive other subsidy

### 11. Utilities and Appliances.

In the Provided by column, please indicate by placing an "O" for Owner or a "T" for Tenant who is providing the system.

Owner typically provides the heating, cooking, water heating, electrical, air conditioning, plumbing, and sewage systems. Another way to think of this column is who would be responsible for service/repair to the system. Example: Owner would be responsible for repairing the heating, leaks to the plumbing, or the gas lines to which the cooking system (stove) is connected.

In the Paid by column, please indicate who is responsible for paying for the utility usage of the system.

Refrigerator / Range- On refrigerator and range, both the Provided by and Paid by columns refer to who purchased the appliances.

### 12. Owner's Certification

- a. Rent reasonableness: Applies only to apartment complexes with 4 or more non-Section 8 units. If you have 4 or more occupied non-Section 8 units, please fill in lines 1 – 3 to indicate you are not charging higher rents to Section 8 tenants that you charge on the open market.
- b. By signing the RFTA form you are certifying that you are not a relative of the applicant.
- c. Lead-based paint. You are required to check one of the lead-based paint statements.

13., 14., 15., Please read

**Please see the 25 Most Common Fail Items on the back of this page for important information.**

## **RFTA Procedure**

- The RFTA must be completed and signed by both the landlord and the tenant.
- The caseworker evaluates the RFTA for completeness and has the landlord make corrections if necessary.
- The caseworker completes a Rent Comparability Schedule and negotiates the amount of contract rent that is acceptable for the unit.
- The caseworker must inform the landlord that by presenting the form, he/she is certifying that the unit is ready for inspection. All the utilities are required to be in service at the time the RFTA is submitted. (Landlord must either provide documentation showing that the utilities are on in the tenant's name or sign a landlord utility certification form that utilities are on for the inspection).
- The landlord is informed that he/she must be present for the initial inspection and that the inspection will be completed within fifteen days of submission of the RFTA.

### **New Landlords:**

1. Must provide a copy of the deed, settlement statement, tax notice, or other documentation showing legal ownership.
2. Must provide a copy of their social security card or documentation with their Federal Tax ID number.
3. Must complete a W-9 form.
4. Must provide an e-mail address.
5. Must complete an Authorization Agreement for Direct Deposit form and attach a void check.

### **The caseworker must indicate the following on all submitted RFTA's:**

- Bottom right hand corner- Indicate inspection type by writing **Initial**, **Transfer**, or **CO** (Change ownership).
- Bottom right hand corner- Write the number of children under the age of six who will reside in the household.
- Bottom of page (under utilities)- Write utility receipts on file or landlord certification on file. If the applicant lives in the unit, this must also be written at the bottom.
- The form must be date and time stamped in the upper right-hand corner.

**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) <b>Gastonia Housing Authority</b>	2. Address of Unit (street address, unit #, city, state, zip code)
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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
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<p>9. Structure Type</p> <p><input type="checkbox"/> Single Family Detached (one family under one roof)</p> <p><input type="checkbox"/> Semi-Detached (duplex, attached on one side)</p> <p><input type="checkbox"/> Rowhouse/Townhouse (attached on two sides)</p> <p><input type="checkbox"/> Low-rise apartment building (4 stories or fewer)</p> <p><input type="checkbox"/> High-rise apartment building (5+ stories)</p> <p><input type="checkbox"/> Manufactured Home (mobile home)</p>	<p>10. If this unit is subsidized, indicate type of subsidy:</p> <p><input type="checkbox"/> Section 202    <input type="checkbox"/> Section 221(d)(3)(BMIR)</p> <p><input type="checkbox"/> Tax Credit    <input type="checkbox"/> HOME</p> <p><input type="checkbox"/> Section 236 (insured or uninsured)</p> <p><input type="checkbox"/> Section 515 Rural Development</p> <p><input type="checkbox"/> Other (Describe Other Subsidy, including any state or local subsidy) _____</p>
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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	Affordable / Unaffordable	Provided by
Range/Microwave	Estimated UA \$ _____ Maximum Rent \$ _____	New / Transfer / Port Tenant # _____ Voucher-size _____ BR Children under 6 _____

**Return completed forms to p.m.clark@ghanc.org**

**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.

**PRINT NAME OF PROPERTY MANAGEMENT COMPANY & APARTMENT COMPLEX IF APPLICABLE**

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)
Email Address		Email Address	

## AMENITIES CHECKLIST

ADDRESS \_\_\_\_\_

#BR/#BA \_\_\_\_\_ APPROX. SQ. FT. \_\_\_\_\_

<b>Amenities: (Exclusive use of the unit)</b>	
Central AC	
Carpet	
Other high quality flooring (hardwood)	
High quality wall covering (wall paper)	
Drapes	
Miniblinds	
Shades	
Working fireplace/woods stove	
Special windows (ex. Bay windows)	
Special doors (ex. French doors)	
Private patio/deck/balcony	
Exceptionally large rooms	
Ceiling fans	
Vented range hood	
Dishwasher	
Garbage disposal	
Eating counter/breakfast nook	
Pantry or abundant shelving & cabinets	
Double oven	
Self-cleaning oven	
Microwave (in addition to range)	
Double sink	
High quality cabinets	
Abundant cabinet space	
Modern appliances	
Washer/Dryer	
Washer/Dryer hookups	
Separate shower & tub	
Shower doors	
Extra bathroom cabinets	
Finished basement	
Other (Specify)	

<b>Facilities:</b>	
Intercom	
Security System	
Cable TV hookups (Cable ready)	
Storm Windows/Thermopane	
Storm doors	
Extra Insulation (R-30 in attic)	
Insulated crawlspace	
Screens for windows	
Screens for doors	
Laundry facilities (if no W/D hookups)	
Garage/carport	
On-site parking facilities	
Private driveway	
Fenced yard	
Large yard	
Swimming pool or hot tub	
Party or rec. room	
Exercise facility	
Playground	
Tennis courts	
Additional rec. equipment or facilities	
Storage facility	
<b>Housing Services:</b>	
On-site management	
Security personnel	
Other (specify)	
Other (specify)	
Other (specify)	
Other (specify)	
Other (specify)	
Other (specify)	
Other (specify)	

**INSPECTOR'S OBSERVATIONS**

UNIT TYPE:	Detached	Semi-detached/Row-house	Townhouse	Garden	
OVERALL QUALITY:	Poor	Fair	Average	Good	Excellent
NEIGHBORHOOD:	Residential	Mixed (Commercial/Residential)	Industrial	Rural	
NEIGHBORHOOD QUALITY:	Poor	Average	Excellent		

**To be completed by the Landlord**

GASTONIA HOUSING AUTHORITY  
340 W. Long Avenue  
PO Box 2398  
Gastonia, NC 28053  
ghanc.org

**Landlord Utility Certification**

**THE GASTONIA HOUSING AUTHORITY WILL NOT ACCEPT A REQUEST FOR TENANCY APPROVAL IF THE UTILITIES HAVE NOT BEEN TURNED ON.**

I certify that all applicable utilities (Electric, water, and gas) for the unit located at

\_\_\_\_\_ are currently in service under:  
(Unit Number, Street and City)

My Name       Company name       Applicant/Tenant name

It is my understanding that it is the landlord's responsibility to physically insure that all utilities are in service, electrical breakers are on, all pilot lights (if any) are lit, and all water valves (Main and under sinks) are turned to the open position. Failure to have the utilities in operation on the day of inspection will result in a failed inspection (2 being the maximum). Should a unit fail the initial inspection, re-inspection will not be made for 30 days. It is my understanding that a Housing Assistance Payments contract cannot be entered into nor any HAP payments made until all the utilities for which the tenant will be responsible have been transferred into the head of household's name and the applicant has submitted a Utility Account Verification Form or receipts from each utility (company) showing the date the service began and the account number. Utility verification forms or receipts must be submitted by the applicant within 5 days of the date the unit passes inspection. Failure to do so may result in the denial of the applicant's housing assistance.

The landlord must check each utility listed below that the tenant will be responsible for and list the name of the utility provider:

- ELECTRICITY \_\_\_\_\_  
(Utility Company Name)
- WATER \_\_\_\_\_  
(Utility Company Name)
- SEWER \_\_\_\_\_  
(Utility Company Name)
- GAS \_\_\_\_\_  
(Utility Company Name)
- TRASH PICKUP \_\_\_\_\_  
(Utility Company Name)

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

To be completed by the Landlord and Tenant together

**GASTONIA HOUSING AUTHORITY  
Section 8 Housing Choice Voucher Program  
Lease Addendum**

(GHA Office Use Only)

Term of Lease:

Lease shall be for the term of one year and shall commence on \_\_\_\_\_.

Lease shall end on \_\_\_\_\_.

**Utilities and Appliances:**

The TENANT shall be responsible for supplying the following utilities/services to the unit:

Electricity     Gas     Water     Sewer     Trash Pickup     None

The OWNER shall be responsible for supplying the following utilities/services to the unit:

Electricity     Gas     Water     Sewer     Trash Pickup     None

The TENANT shall be responsible for supplying the following appliances to the unit:

Stove     Refrigerator     Microwave     Dishwasher     None

The OWNER shall be responsible for supplying the following appliances to the unit:

Stove     Refrigerator     Microwave     Dishwasher     None

**Criminal Activity:**

Owner reserves the right to terminate tenancy should lessee or any person under lessee's control\* become involved with any type of violent or drug-related criminal activity or any activity that threatens the health, safety, or right to peaceful enjoyment of the other occupants or neighbors.

\*HUD defines 'person under lessee's control' to mean: any family member(s), guest(s), visitor(s), etc which the family allows access to the assisted unit or grounds of the assisted unit.

\_\_\_\_\_  
Landlord's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Date

**\*\*\*All terms of this addendum override any language contained in the owner's lease.**

**To be completed by the Landlord and the Tenant together**

**Sample Disclosure Format for Target Housing Rentals and Leases  
Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards**

**Lead Warning Statement**

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a Federally approved pamphlet on lead poisoning prevention.

**Lessor's Disclosure (initial)**

\_\_\_\_ (a) Presence of lead-based paint and/or lead-based paint hazards (check one below):

Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).  
\_\_\_\_\_

Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.  
\_\_\_\_\_

\_\_\_\_ (b) Records and reports available to the seller (check one below):

Lessor has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).  
\_\_\_\_\_

Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.  
\_\_\_\_\_

**Lessee's Acknowledgment (initial)**

(c) \_\_\_\_\_ Lessee has received copies of all information listed above.

(d) \_\_\_\_\_ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

**Agent's Acknowledgment (initial)**

(e) \_\_\_\_\_ Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

**Certification of Accuracy**

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

_____ Lessor	_____ Date	_____ Lessor	_____ Date
_____ Lessee	_____ Date	_____ Lessee	_____ Date
_____ Agent	_____ Date	_____ Agent	_____ Date



**To be completed by the Landlord with the Tenant**

In order for the Gastonia Housing Authority (GHA) to inspect your home, you or an adult family member must be present at the time of the inspection. If you miss an inspection appointment you are in danger of losing your housing assistance. You can avoid this potential problem by signing and submitting the form below. Please read all forms carefully before you sign.

**THE GASTONIA HOUSING AUTHORITY**

**Consent to Inspect and Indemnification Agreement**

**I. Purpose and Definitions**

Pursuant to the Gastonia Housing Authority's legal obligation to provide Section 8 housing in accordance with applicable housing quality standards under 24 C.F.R. 982, the following agreement is entered voluntarily by the Gastonia Housing Authority, \_\_\_\_\_, as tenant and Section 8 recipient (tenant), and \_\_\_\_\_, as property owner and landlord of property located at \_\_\_\_\_.

**II. Consent to Enter and Inspect**

To facilitate the Gastonia Housing Authority's obligations relating to the provision of Section 8 housing, and in consideration of its payment of the tenant's rent obligation as determined under the appropriate calculations, the undersigned tenant hereby authorizes the Gastonia Housing Authority to enter the occupied premises as needed for the purpose of conducting either routine or follow-up inspections to assure that the housing meets housing quality standards. The Housing Authority may enter all closets, bathrooms, and other confined spaces, and open cabinets and fixtures in order to complete this inspection. The undersigned tenant further agrees to hold the Gastonia Housing Authority harmless from any claims incurred during the ordinary course of an inspection.

**III. Agreement to Indemnify**

The undersigned owner agrees to make all housing leased under Section 8 available for inspection and assist agents of the Gastonia Housing Authority in accessing all areas required to be inspected. The undersigned owner further agrees to hold the Gastonia Housing Authority harmless from any claims incurred during the ordinary course of an inspection, and to indemnify the Gastonia Housing Authority from liability arising from all such claims.

**IV. Obligations of the Housing Authority**

The Gastonia Housing Authority agrees that at least 72 hours prior to the inspection, the Housing Authority shall provide written notice to both the tenant and owner of the date and approximate time of the inspection and offer each the opportunity to be present. The same standards for time and manner apply to follow up inspections.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Landlord

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
GHA Representative

\_\_\_\_\_  
Date