RFTA Procedure

- The RFTA must be completed and signed by both the landlord and the tenant.
- The landlord must schedule an appointment with the appropriate caseworker to bring the RFTA to the office.
- The caseworker evaluates the RFTA for completeness and has the landlord make corrections if necessary.
- The caseworker completes a Rent Comparability Schedule with the landlord 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:

- Upper left-hand corner- Indicate inspection type by writing **Initial**, **Transfer**, or **CO** (Change ownership).
- Upper 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.