

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.

**GASTONIA HOUSING AUTHORITY
PASSING THE SECTION 8 HQS INSPECTION
COMMONLY FAILED ITEMS**

All property must pass a Section 8 HQS inspection before the property can be placed on the Section 8 program. The property passes inspection when it is in compliance with the HUD Housing Quality Standards and the GHA Acceptability Criteria Variations. These documents are available from the Gastonia Housing Authority main office located at 340 W Long Ave or GHA's website at www.ghanc.org.

The following 25 items are the main reasons why most properties fail the inspection. Correcting these items prior to the inspection will give an estimated 95% assurance that the property will be in compliance with HQS and ACV and pass inspection.

The first 10 items are by far the most commonly failed items. The next 15 also have been found to contribute significantly to failed inspections. The items are listed in order of highest to lowest failure rate.

1. Utilities not turned on. All utilities must be on and all appliances and equipment operable. The utilities may be in the landlords name for the inspection but must be transferred to the tenant before the Housing Assistance Payment (HAP) Contract is executed
2. Missing light globes
3. Cracked/missing electrical switch plates and receptacle covers
4. Windows painted shut
5. Smoke detectors, missing batteries
6. Chipping/peeling paint on siding, window sills, trim, porches, etc.
7. Open ground receptacles
8. Foundations vents missing or foundation vent screening missing or damaged
9. Water temps too high, must be between 100 and 120 degrees Fahrenheit (at tap)
10. Refrigerator temperature too high, must be no higher than 38 degrees

11. Handrails required for four (4) or more risers
12. Holes and cracks in foundation
13. Doors: Must be weather tight with workable locks and no double cylinder deadbolts
14. Handrails/guardrails: Maximum of 4" between vertical members
15. No GFCI receptacles in kitchen and bathroom
16. No attic access, R-19 or better insulation required in the attic
17. Water Heater: Must have drain pipe to T & P relief valve, no leaks
18. Broken/cracked window panes and windows without secure workable locks
19. Bathroom must have at least one window that can be opened or a mechanical vent system
20. Storm doors: All components must be present and operable
21. Bedrooms: No blocked egress (windows, doors) – at least one window must provide unobstructed egress from the room
22. Stove: All burners and oven must be operable. All knobs must be present and marked.
23. Refrigerator: All components must be present and workable
24. Gutters and downspouts must be sound and secure and free from hazard
25. All dwellings units must display house numbers as assigned by the local jurisdiction

The above items are prioritized by the highest percentage rate of failure on first time out inspections.

**Request for Tenancy Approval
Housing Choice Voucher Program**

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

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. Name of Public Housing Agency (PHA) Gastonia Housing Authority			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	*Provided by = who is responsible for service/maintenance /repairs on the system/service **Paid by = who is responsible for paying for the cost of the utility. ***Refrigerator / Range / Microwave = who purchased the appliance and will be responsible for repairs to theappliance		
Water			
Sewer			
Trash Collection			
Air Conditioning			
Refrigerator ***			
Range/Microwave ***			
Other (specify)			

Affordable / Unaffordable
 Est. UA \$ _____
 Max Rent \$ _____

**New / Tsfr
 Tenant # _____
 Voucher size _____ BR
 Children under 6 _____**

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.

***Question 12 applies only to apartment complexes with four or more non-Section 8 units**

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)
E-mail address:		E-mail address:	

AMENITIES CHECKLIST

ADDRESS _____

#BR/#BA _____

APPROX. SQ. FT. _____

Amenities: (Exclusive us of the unit)	
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)	

Facilities:	
Intercom	
Security System	
Cable TV hookups (Cable ready)	
Storm Windows/Thermopane	
Storm doors	
Extra Insulation	
Insulation (crawlspc)	
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	
Housing Services:	
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		

**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 and Tenant together

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

(For 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.

Dear 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