

ARE YOU INTERESTED IN RENTING TO A SECTION 8 TENANT?

Welcome to the Taunton Housing Authority (THA) Rental Assistance Program. The Section 8 Housing Choice Voucher Program (HCVP) is a federally funded rental assistance program designed to assist low-income families, senior citizens and people with disabilities in affording decent, safe, and sanitary housing. The program provides rental subsidies to qualified households for use in private housing within the community of their choice. Under the Section 8 program, households initially pay 30%-40% of their income towards rent (this may increase due to subsequent rent increases if they remain in the same unit) and the federal government pays the difference between that amount and the unit rent.

Should you decide to participate in the program, the renter will supply you with the following: HUD's (Housing and Urban Development) Request For Tenancy Approval (RFTA) form and a Rent Reasonableness Data Form (RRDF). The RFTA and RRDF must be completed and signed by the prospective tenant and owner in order to initiate the inspection process required for participation in the HCVP. The RRDF is necessary to assist the Housing Authority in approving the rent you are requesting.

- * **NOTE: IF YOU DECIDE TO PARTICIPATE IN THE PROGRAM, HUD REQUIRES THAT YOU PROVIDE PROOF OF LEGAL OWNERSHIP OF ANY UNIT THAT YOU OFFER, YOU MAY DO THIS BY PROVIDING A COPY OF A TAX BILL OR DEED (SIGNED AND RECORDED). IF PROPERTY IS IN A TRUST, A COPY OF THE TRUST AND TAX ID # FOR THE TRUST IS ALSO REQUIRED.**

LEASE APPROVAL PROCESS: NEXT STEPS

Step One: Tenant Approved by Owner

Even though a family is determined by the THA to be eligible for the program, the owner must approve the family as a suitable renter. Therefore, the owner must initiate his/her own tenant screening. The THA can assist in the process by providing names and addresses of current and past landlords, while the tenant has been a participant of the program. We strongly urge all owners to thoroughly screen all prospective tenants. There are a variety of options open to owners for screening tenants from viewing housing court documents to credit checks. Check with local Landlord Associations for further information regarding tenant screening. When a RFTA form is submitted, our agency knows that the owner has approved the family for tenancy.

Security Deposits: THA has NO responsibilities for damages, unpaid rent, vacancy loss or any other special claims. The owner may collect a full security deposit (not to exceed the amount of the first month's rent) from the tenant. The owner must comply with all State statutes and regulations covering the collection of security deposits.

Step Two: Submission of RFTA

If RFTA is incomplete, it will be returned to the owner for completion. If complete, the tenant's portion will be determined affordable (not more than 40% of their monthly adjusted income). If not affordable, the owner and tenant will be notified and may renegotiate a new rent. If affordable, an unsigned copy of the proposed lease will be requested to be reviewed. The written request for the lease will indicate what is required in the lease.

Step Three: Unit Approved by Agency

After the RFTA, Proposed Lease and rent have been determined and complete, the THA will need to determine if the unit qualifies for the Section 8 program. A Housing Quality Standards Inspection will take place. If the Unit does not pass inspection, repairs are required.

INSPECTIONS: THA cannot make any subsidy payments prior to the unit being inspected and certified as being in compliance with HUD's Housing Quality Standards. THA inspectors perform all inspections.

1. The unit must be completely vacant (unless the voucher holder currently resides in the unit) and there must be access to the basement and all common areas.
2. If the building was built prior to 1978 and is to be occupied by a family with children under 6 years of age, you must provide a Letter of Compliance from a licensed deleading inspector. It must state that the unit and relevant common areas are in compliance with the Massachusetts Lead Law, M.G.L.,c111s190-191. If the building was constructed after 1978, a copy of the original building permit is required.

Unit Rent Determinations: Unit rents have to be approved by the THA. The proposed rent will be compared to the rent for other (non-Section 8) units, taking into consideration size, condition, location and amenities.

Step Four: Contract and Lease Signed

If the unit meets the program requirements and tenancy can be approved, the THA will then enter into a Housing Assistance Payments (HAP) Contract with the owner, and the family will enter into a lease with the owner.

- * **Please note that the THA has 60 days to execute the Housing Assistance Payments (HAP) Contract with the owner. The THA does not take 60 days to complete this process. However, there is always some delay in the initial HAP payment.**

Step Five: Rent Payments Made

After the HAP Contract has been signed by the owner and returned to the THA, the THA makes the initial payment and continues to make monthly payments to owner. This takes place as long as the family continues to meet eligibility criteria and the housing unit continues to qualify under the program.

We hope this makes the process easier to understand and follow. As always, please feel free to contact the office if you have any questions. The following staff will be able to assist you with your questions:

Section 8 Housing Telephone: 508-880-3318

Kimberley Leonard
Omayda Santos

Leased Housing Coordinator
Leased Housing Specialist

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. 9/30/2010)

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) TAUNTON HOUSING AUTHORITY 30 OLNEY STREET, SUITE B TAUNTON, MA 02780-4141	2. Address of Unit (street address, apartment number, city, State & zip code)
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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
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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

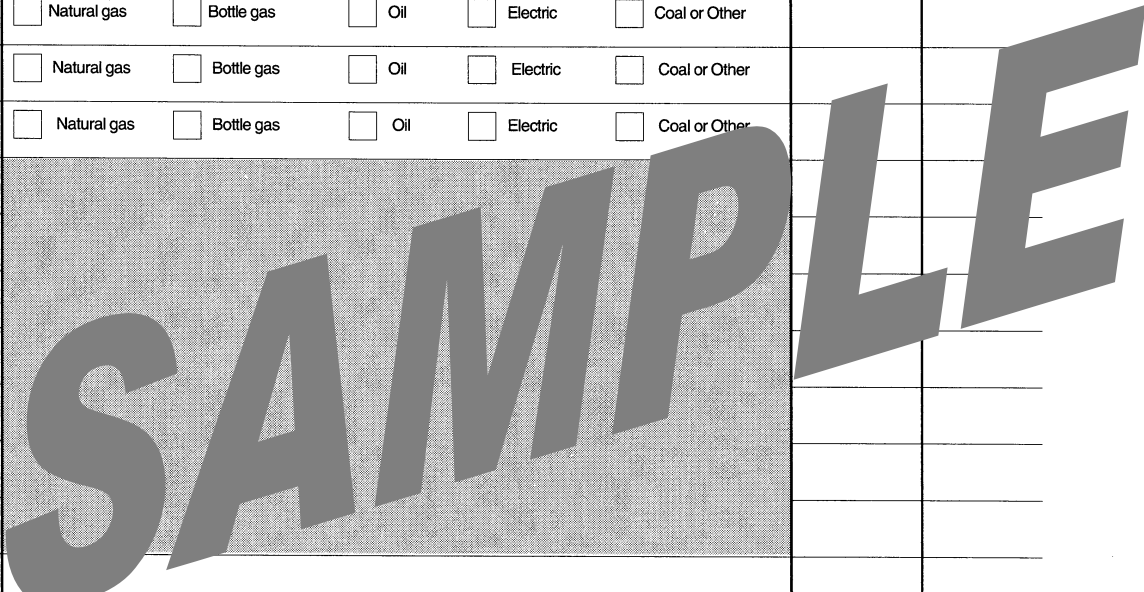
Home
 Tax Credit

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	(mm/dd/yyyy)

SAMPLE

Taunton Housing Authority
30 Olney Street, Suite B
Taunton, MA 02780

Telephone: 508-880-3318
Fax: 508-822-3460

RENT REASONABLENESS DATA FORM

Property Address: _____

Number of Units in Building: _____

Please complete the information below:

Floor or Unit #	# of Bedrooms	# of Bathrooms	# of Living Rooms	# of Kitchens	Other Rooms	Current Rent	Month & Year Rented	Utilities Included	Subsidized Yes or No	Housing Authority

SAMPLE

This information is necessary to assist us in approving the rent that you are requesting.

Owner Name

Telephone Number

Owner Address

City, State, Zip Code