

# REQUEST FOR TENANCY APPROVAL



Atlanta Housing Authority  
230 John Wesley Dobbs Avenue  
Atlanta, Georgia 30303-2421  
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www.atlantahousing.org

PARTICIPANT NAME \_\_\_\_\_ <Participant Name> \_\_\_\_\_ TENANT CODE \_\_\_\_\_ <code> \_\_\_\_\_

## VENDOR AND PAYEE INFORMATION

PROPERTY OWNER - NAME \_\_\_\_\_ VENDOR CODE \_\_\_\_\_  Payee  Existing  New

MANAGEMENT - NAME \_\_\_\_\_ VENDOR CODE \_\_\_\_\_  Payee  Existing  New

## PROCESS OVERVIEW

Thank you for your interest in Atlanta Housing Authority's (AHA) Housing Choice Voucher Program (HCVP)! The following information will assist you in accurately completing the Request for Tenancy Approval (RTA). Our goal is to efficiently execute a contract in as little time as possible from receipt of an accurately completed RTA. The sooner we execute a contract, the better for both you and the renter. **Our ability to execute a contract within a timely manner is heavily dependent upon your unit being ready at the initial inspection and your timely submission of requested documents.** Below are five key steps to executing a contract successfully and receiving your payments:

1. **Your timely submission of documents** - This application will undergo an underwriting process. When AHA requests additional documents, please provide accurate documentation promptly (i.e. within 48 hours of request) via fax at 404-279-4754 or by email to the person making the request to avoid cancellation.

- **Note: All documentation supporting a request for consideration of major system upgrades, rent comparables, or an appraisal to substantiate a square footage that differs from the tax assessor's website record must be submitted with the RTA (no exceptions). Submissions during the underwriting process will not be honored and subsequent appeals will not be processed.**

2. **Your property passing the initial inspection** - You will be contacted to schedule your initial inspection. To ensure your property passes the inspection, follow the steps outlined in the *AHA's Enhanced Inspection Standards Checklist*. Your property must be rent ready, **completely vacant** (including free of furniture), and all utilities must be on for the inspection to be conducted.

3. **Your acceptance of the rent offer** - After you pass your initial inspection, the rent determination will begin. Upon AHA's approval and your agreement of rent for your property, we will email the initial confirmation notice which outlines the terms of the Housing Choice Rental Assistance (HCRA) Agreement.

4. **Your timely return of a signed HCRA Agreement** - Within 48 hours, the final HCRA Agreement will be emailed to you which outlines key terms such as agreed upon rent amount, contract period, approved household members and utility responsibilities. Please read, sign and return the HCRA Agreement and HCRA Lease Addendum within 48 hours for payment to be executed. **Please note that AHA will not pay housing assistance to the Landlord or Participant until there is an executed HCRA Agreement in place. Under no circumstance is a Housing Choice Participant to move into your unit prior to having a signed and executed HCRA Agreement with AHA.**

5. **Enforce your lease**- After you sign your HCRA Agreement, it is important that you manage your property in accordance with this agreement and enforce your lease. The lease is between you and your new renter. AHA's role is to provide rental assistance to you on behalf of the renter. If your renter does not comply with your lease, they may no longer be eligible to participate in the HCVP.

Thank you for your interest in partnering with the Atlanta Housing Authority to provide quality affordable housing for the betterment of the community!

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INCOMPLETE PACKAGES WILL NOT BE ACCEPTED

## REQUEST FOR TENANCY APPROVAL FORMS GUIDE

Please note if you are a new property owner to AHA's HCVP, you will be required to attend a mandatory Property Owner's Briefing and complete a Property Owner Application. If you are a current property owner, you may be required to update your application and attend a briefing on an annual basis or upon request.

- **RECORDED DEED-** *A recorded deed is required at all RTA submittals. If a property has been purchased in the last 90 days, an unrecorded deed, along with the receipt from the Court Clerk, will be acceptable.*
  - AHA will check the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) to validate ownership through our underwriting process.
- **SETTLEMENT STATEMENT** - *A settlement statement (i.e. HUD-1) or receipt may be required with the deed as proof of purchase if there is no mortgage on the property.*
- **CURRENT MORTGAGE STATEMENT-** *A mortgage statement must be provided showing the mortgagee name, property address, paid in the last 30 days, paid to date (no previous or unpaid balance).*
  - If a bank statement is unavailable, a signed letter on bank letterhead including bank personnel contact information with the above information is acceptable.
  - Properties involved in a loan modification will not be approved for the HCVP.
  - If there is no mortgage, a Settlement Statement showing a cash purchase, cancellation of security deed recorded on GSCCCA, title search or letter on bank letterhead as specified above stating loan is satisfied are acceptable.
- **LEAD-BASED PAINT DISCLOSURE NOTICE** - *If the property was built before 1978, the form must be completed in its entirety by the Landlord and Participant with all the appropriate boxes checked, initialed and signed.*
- **MULTI-FAMILY UNITS (25 UNITS OR MORE)** - *If the property has 25 units or more, additional information may be required during the underwriting process. For new multi-family properties, a current rent roll must be provided.*
- **AUTHORIZATION TO TRANSACT (IF APPLICABLE)** – *Form must be submitted for any property manager, management company, third party individual or business not listed on the Property Owner Application who will be conducting business with AHA on behalf of the owner. A GA Real Estate License is required for all authorized persons except the spouse or full-time employee.*
- **GEORGIA REAL ESTATE LICENSE/ BROKERAGE FIRM NUMBER (IF APPLICABLE)** - *All parties that want to do business with AHA as part of the HCVP must adhere to O.C.G.A. Title 43, Chapter 40. Under Georgia law, any individual or firm who manages property must have a Georgia real estate license unless that individual or firm meets the criteria for a specific exception. We suggest that you consult your attorney or the Georgia Real Estate Commission if you have any question.*
- **HOMEOWNER'S ASSOCIATION VERIFICATION** – *If there is an active Homeowner's Association in the community, the owner must be in compliance with the rules and regulations of the covenants. AHA will require with submission of the RTA, a copy of the covenants, a letter from the HOA stating that the annual dues are current, the utilities are current (if included in dues) and that the owner has permission to lease the subject unit.*

**NOTE: IF ALL OF THE REQUIRED DOCUMENTS THAT ARE APPLICABLE TO THE SUBJECT UNIT ARE NOT PROVIDED, AHA WILL RETURN THE POA/RTA AS UNACCEPTABLE.**

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## PARTICIPANT INFORMATION

Participant Name \_\_\_\_ <Participant Name> \_\_\_\_\_ Participant tcode \_\_\_\_ <tcode> \_\_\_\_\_

Does the Participant require Reasonable Accommodations due to a disability?  Yes  No

## UNIT IS INSPECTION READY CERTIFICATION

**INSPECTION REQUIREMENT:** By initialing, the owner or owner's authorized representative is certifying that the AHA Enhanced Inspections Checklist was used to prepare the unit for inspection and it is (all must be checked):  
 Vacant  Active Utilities  Free of furniture  Inspection Ready **PRIOR** to submitting this Request for Tenancy Approval. Units NOT ready on initial visit may be subject to rejection without further notice from AHA.

I certify that the unit is **READY** for inspection: \_\_\_\_\_ (initial) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_.

## PROPERTY INFORMATION

1. Has this property/unit been rented to AHA Housing Choice Voucher Participants before?  Yes  No  
If yes, when was your last Housing Assistance Payment: Month \_\_\_\_ Year \_\_\_\_
2. Is there a mortgage on the property?  Yes  No If yes, when was your last payment made: Month \_\_\_\_ Year \_\_\_\_
3. Is the property involved in a loan modification?  Yes  No
4. Is there a Homeowner's Association for the property?  Yes  No  
If yes, provide a letter from HOA stating:  #1-Dues are current  #2-Utilities are current  #3-Permission to lease  
 #4-Copy of Covenants

Unit Street Address \_\_\_\_\_ Apt # \_\_\_\_\_ City **ATLANTA** State **GA** Zip \_\_\_\_\_

Community or Subdivision Name \_\_\_\_\_

Bedroom size must match voucher

# of Bedroom(s)  # of Bathroom(s)  Square Footage  Year Built   
\*AHA will verify with tax assessor

**Type of Residence (select one):**

**Single Family:**  House  Duplex  Triplex  Quadruplex **Multi-Family:**  Small (5 to 24 units)  Large (25 or more units)

If the unit is subsidized, indicate type of subsidy:  COA/Home/CDBG/NPS  DCA Home LIHTC/NSP  ADA/URFA

Tax Credit  Other - Describe: \_\_\_\_\_

**If Multi-Family Property/Complex:** Total # of Units in Building:  Total # of Units in Property/Complex:

**Is this community designated for:**  Elderly (senior)  Disabled  Supportive Housing

**Type of Ownership (select one):**  Single Ownership  Co-Ownership  Estate/Trust  Entity/Partnership

**\*\*Requested Monthly Rent \$** \_\_\_\_\_ **\*\*\*Proposed Move-in Date** \_\_\_\_\_

\*If you do not agree with the tax assessor's square footage, an appraisal must be submitted with this RTA reflecting the requested change.

\*\*Requested rent cannot exceed the payment standard for voucher/bedroom size for subject unit. To determine the payment standard, visit AHA's website at [www.atlantahousing.org](http://www.atlantahousing.org).

\*\*\*Your proposed move-in date should be at least 30 days in the future and for the first of month. AHA will set the actual move-in date once the rent offer has been accepted.

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UTILITY RESPONSIBILITY (REQUIRED)		
	T=Tenant O=Owner	
Heating <input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Heat Pump		
Cooking <input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric		
Water Heating <input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Heat Pump		
<i>Other Electric: (outlets, lights, general electricity)</i>		
Electric <input type="checkbox"/> Individually Metered <input type="checkbox"/> Master Metered		
Gas <input type="checkbox"/> Individually Metered <input type="checkbox"/> Master Metered		
Water <input type="checkbox"/> Individually Metered <input type="checkbox"/> Master Metered		
Sewer <input type="checkbox"/> Individually Metered <input type="checkbox"/> Master Metered		
Air Conditioning <input type="checkbox"/> Central A/C <input type="checkbox"/> Window Unit A/C		
Trash (City)		O
Other (Specify)		

RECENT MAJOR SYSTEMS UPGRADES (IF APPLICABLE; ANY NEW RTA SUBMISSION FOR A UNIT WITH A YEAR BUILT OF 2000 OR LATER (PER THE TAX ASSESSOR) WILL BE ELIGIBLE FOR AN AUTOMATIC CONTRACT RENT BOOST OF \$105; THESE UNITS, HOWEVER, WILL NOT BE ELIGIBLE FOR THE MAJOR SYSTEMS UPGRADE BOOST)

Major System Type (\$35/type)	Description	Minimum Requirement	Documentation/Verification Required (all criteria must be met)
Energy Efficient	Upgraded windows and insulation	Replacing all single pane windows with high-efficiency windows and installing insulation to meet or exceed an R-30 value in the attic and crawl space (if present)	<ul style="list-style-type: none"> <li>Owner Supplied Receipts showing that upgrade was made within the last 5 years</li> <li>AHA Inspector Verification</li> </ul>
HVAC System	New/like new or recently replaced central heating and air conditioning system	Upgrades to all of the following are required: <ul style="list-style-type: none"> <li>Furnace</li> <li>Exterior condenser</li> <li>Duct work</li> <li>Programmable thermostat</li> </ul>	<ul style="list-style-type: none"> <li>Owner Supplied Receipts showing that upgrade was made within the last 5 years</li> <li>AHA Inspector Verification</li> </ul>
Electrical System	New/like new or completely rehabilitated panel, breakers and wiring. If rehabilitated, appears to be updated to current electrical code.	All of the following items must be present to qualify: <ul style="list-style-type: none"> <li>Sufficient Service amperage for the size of the home.</li> <li>New breakers and Panel</li> <li>Grounded wiring system</li> <li>Required GFCI</li> </ul>	<ul style="list-style-type: none"> <li>An electrical building permit inspection sign off</li> <li>Owner Supplied Receipts showing that upgrade was made within the last 5 years</li> <li>AHA Inspector Verification</li> </ul>

For consideration in rent offer, major systems upgrade information **MUST** be provided with documentation/verification at the submission of the RTA.

- I am not requesting consideration for major systems boost.    Initials \_\_\_\_\_  
 I am requesting consideration for major system(s) boost and am providing required documentation for the following:  
 Energy Efficiency     HVAC System     Electrical System    Initials \_\_\_\_\_

### COMPARABLE UNITS (IF APPLICABLE)

For consideration in rent offer, comparable unit(s) information and documentation for major systems boost **MUST** be provided at the submission of the RTA (no exceptions). **Documentation will not be accepted after the RTA has been submitted.**

- I am not requesting consideration of comparable units.    Initials \_\_\_\_\_  
 I am requesting consideration of comparable units and am providing the required supporting documentation:  
 Current Redacted Leases     FMLS     GMLS    Initials \_\_\_\_\_

*Note:* For leases, all personal identifying information must be redacted. Unit address, rental amount, and lease date must be legible.

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## Property Owner's Required Documents Checklist and Certifications

### Property Owner must provide:

- Recorded Deed                       Unrecorded Deed (if purchased less than 90 days ago with receipt from Clerk's office)  
 Recent Mortgage Statement     Settlement Statement w/ Signature Page (if cash sale or no mortgage)

### Additional Documents (if applicable)

- Lead-Based Paint Disclosure       Authorization to Transact       GA Real Estate/Broker License Number  
 Landlord Briefing Certificate #     Homeowner's Association Statement (current on dues, utilities and leasing permit)

### Property Owner's Certification

1. Check one of the following regarding Lead-Based Paint:

- 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. Please complete and submit the "Lead-Based Paint Disclosure Notice".
- 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 Housing Choice Participant. Please complete and submit the "Lead-Based Paint Disclosure Notice".

2. The program regulation requires Atlanta Housing Authority to certify that the rent charged to the Housing Choice voucher participant is not more than the rent charged for other unassisted comparable units. Owners of properties 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	Rented Amount
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a) \_\_\_\_\_

b) \_\_\_\_\_

3. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the Housing Choice Participant, unless AHA has determined (and has notified the owner and the Housing Choice Participant of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a Housing Choice Participant who is a person with disabilities.

4. AHA has not screened the Housing Choice Participant's behavior or suitability for tenancy. Such screening is the owner's own responsibility.

5. Please note that only a single RTA for the subject property may be submitted for processing at one time.

6. AHA will arrange for inspection of the unit with the property owner. Property owner or owner representative MUST be present at the initial inspections. AHA will notify the owner and Housing Choice Participant as to whether or not the unit will be approved. The owner has reviewed AHA's Enhanced Inspection Standards Checklist to ensure the unit complies with the standards prior to submitting this RTA.

7. **Warning! Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly making false statements or misrepresentation to any department or agency of the United States.**

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## Property Owner's Required Documents Checklist and Certifications Continued

UPON APPROVAL OF THIS REQUEST FOR TENANCY APPROVAL, AHA WILL MAKE PAYMENT TO THE INDIVIDUAL OR BUSINESS ENTITY AS AUTHORIZED BY THE OWNER ON THE PROPERTY OWNER APPLICATION. IF YOU WOULD LIKE TO CHANGE THIS INFORMATION, PLEASE SUBMIT A CHANGE OF KEY CONTACT INFORMATION FORM ALONG WITH A COPY OF THE VOIDED CHECK.

### REQUEST FOR TENANCY APPROVAL POINT OF CONTACT

AHA will discuss the processing of this Request for Tenancy Approval with the owner or the person designated by the owner as authorized on the Property Owner Application and Authorization to Transact form. If you would like to change this information, please submit an updated Authorization to Transact form.

Print or Type Name of Authorized Owner/Owner Representative	Print or Type Name of Head of Household <Participant Name>
Signature of Owner/Owner Representative	Signature of Head of Household
Street Address	Present Street Address of Family
City                      ST                      Zip	City                      ST                      Zip
Telephone Number                      Mobile Telephone Number	Telephone Number                      Mobile Telephone Number
Email Address                      Date	Email Address                      Date