

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. XX/XX/XXXX

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.

1. Name of Public Housing Agency (PHA) 2. Address of Unit (street address, unit #, city, state, zip code)

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> <table border="0"> <tr> <td><input type="checkbox"/> Section 202</td> <td><input type="checkbox"/> Section 221(d)(3)(BMIR)</td> </tr> <tr> <td><input type="checkbox"/> Tax Credit</td> <td><input type="checkbox"/> HOME</td> </tr> <tr> <td><input type="checkbox"/> Section 236 (insured or uninsured)</td> <td><input type="checkbox"/> Section 515 Rural Development</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Other (Describe Other Subsidy, including any state or local subsidy) _____</td> </tr> </table>	<input type="checkbox"/> Section 202	<input type="checkbox"/> Section 221(d)(3)(BMIR)	<input type="checkbox"/> Tax Credit	<input type="checkbox"/> HOME	<input type="checkbox"/> Section 236 (insured or uninsured)	<input type="checkbox"/> Section 515 Rural Development	<input type="checkbox"/> Other (Describe Other Subsidy, including any state or local subsidy) _____	
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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)		
Are flat fees charged by the owner for any utilities?	<input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Garbage	Flat Fee \$
		Provided by
Refrigerator		
Range/Microwave		

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.

The public reporting burden for this collection of information is estimated to average 0.5 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. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, Attention: Departmental Clearance Officer, 2415 Eisenhower Avenue Alexandria, Virginia 22314, Room 10000. **Do not send completed forms to this address.** This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. HUD collects this information to provide the PHA with information required to approve tenancy. HUD uses this information to provide the PHA with information required to approve tenancy. This information is voluntary. This information collected will not be held confidential.

I/We, the undersigned, certify under penalty of perjury that the information provided on this form is true, accurate and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §§ 3729, 3802).

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	
Email Address		Email Address	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)