

# RFTA Packet Checklist & Info Page

Landlords, Owners & Property Managers – hold on to this page for reference

## Landlord/Owner Portion Checklist

- #1:** Further instructions. Please complete bottom table
- #3:** Completed Request for Tenancy Approval form (pages 3-4)
  - Signature needed for Owner/Representative at bottom of pg. 4
- #4:** Completed Rent Survey (pages 5-6)
  - Signature needed at bottom of page 6
- #5:** Direct Deposit forms (recommended): *Note: this can be sent separately and is not required for RFTA to be considered complete.*
  - Direct Deposit signed form
  - A voided check or statement from the bank showing account & routing numbers
- #6:** W-9 (recommended): *Note: this can be sent separately and is not required for RFTA to be considered complete.*
- A BLANK copy of the lease you intend to use for the tenant (not executed/signed at this point)

## Participant Portion Checklist

- Signature on **pg. 2** (#2 below)
- Fill out righthand bottom section on **pg. 4** (#3 below)

### Additional information for landlords:

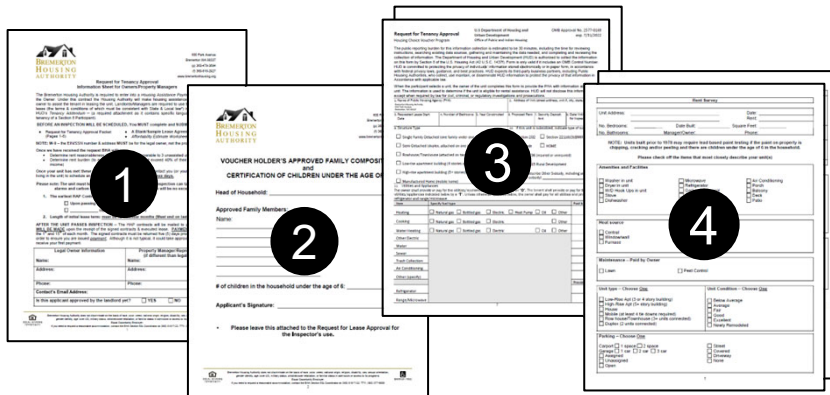
- ✓ Please give our Inspector 5-10 business days to process/contact you after BHA receives the completed packet.
- ✓ The earliest the lease term can begin is after the unit passes HQS inspection. Refer to page 1 (#1 below) for more info.
- ✓ Once the inspection passes, BHA can only provide an estimate of a tenant's rent portion & BHA's portion.

### Once the lease has been signed:

- Please send us a signed, executed lease with a copy of #8 below (HUD Tenancy Addendum) to [fdadmin@bremertonhousing.org](mailto:fdadmin@bremertonhousing.org)
- Look out for an email or letter from BHA. This will have all of the paperwork and ask for the required signatures we need to process everything for payment.

*Note: While we highly encourage you to complete and submit everything as soon as possible, please note that we absolutely need everything within no less than 60 calendar days as of lease signing for complete and timely payment.*

## What's in this packet?



1. **Request for Tenancy Approval instructions** (pg. 1): further instructions; owner/manager contact information.
2. **Voucher holder's approved family composition** (pg. 2): voucher holder needs to sign; purpose is to document all household members.
3. **Request for Tenancy Approval** (pgs. 3-4): official HUD form to gather information about the unit. Both landlord and voucher holder need to sign pg. 4.
4. **Rent Survey** (pgs. 5-6): More detailed unit information needed to determine rent reasonableness.
5. **Direct Deposit Enrollment form** (pg. 7)
6. **W-9 Form** (pgs. 8-11)
7. **Affordability Estimate Worksheet** (pg. 12): Informational only – unique to each household. Pay special attention to Line 9.
8. **HUD Tenancy Addendum** (pages 13-17): hold on to this document – you will attach it to your signed/executed lease that we will need (see "Additional information for landlords" section of this page for further reference).

