



**Housing Choice Voucher Program**  
200 Ross Street, 7<sup>th</sup> Floor  
Pittsburgh, PA 15219  
412-456-5090, fax: 412-456-5224  
www.hacp.org

## **Request for Tenancy Approval (RFTA) Packet Instruction Sheet**

Please fill out the RFTA completely and make sure *all required documents are attached*. Initial HQS inspections are scheduled according to the date and time complete RFTAs packets are received by the HACP.

**RFTA PACKETS WILL NOT BE CONSIDERED RECEIVED UNTIL ALL FORMS HAVE BEEN FILLED OUT COMPLETELY AND ALL REQUIRED DOCUMENTS HAVE BEEN RECEIVED BY THE HACP!**

The instructions below explain how to complete each section of the RFTA packet.

### **Request for Tenancy Approval Form**

1. For HACP use only.
2. Provide complete address of rental unit.
3. Enter date you are requesting the rental lease to begin.
4. Provide number of bedrooms in the unit.
5. Please enter the year the unit was first built.
6. The proposed monthly contract rent.
7. If requesting a security deposit from the tenant, enter this amount here.
8. The date the unit will be ready for HQS inspection. *Please note: this date **MAY BE NO LONGER THAN 10 DAYS** from the date the RFTA was submitted.*
9. Please indicate the type of structure you are renting. If you are unsure of the unit type, please refer to the Allegheny County Real Estate Portal for this information:  
**<http://www2.county.allegheny.pa.us/RealEstate/Search.aspx>**
10. This section **ONLY** applies properties receiving tax credit or other government subsidy.
11. Utilities and appliances: **ALL blocks MUST be filled in.**
  - Specify fuel type for heating, cooking and water heating by placing an X in the appropriate box.
  - In the “Provided by” column, write an “O” for Owner provided or “T” for Tenant provided utilities.
  - In the “Paid by” column, please indicate which party is responsible for paying each type of utility bill with an “O” for Owner or a “T” for Tenant.

## 12. Owner's Certifications:

- A. This section ONLY applies to structures with 4 units or more.
- B. Please read. By signing the RFTA form, you agree that this statement is true.
- C. Please place an "X" on the line next the appropriate lead-based paint statement for your property.

**The RFTA form MUST be signed by both the Owner and Tenant. Missing signatures or incomplete forms WILL DELAY PROCESSING OF THE RFTA AND SCHEDULING YOUR INITIAL INSPECTION!**

### **Owner Certification**

- Please provide the complete address for the rental property.
- If no real estate or school taxes are due to the City of Pittsburgh or Allegheny County, **AND** you do not owe any outstanding amounts to the Pittsburgh Water & Sewer Authority or ALCOSAN, please sign and date "**1. Certification of Payment**".
- If past real estate or school taxes are owned to the City of Pittsburgh or Allegheny County, **OR** you have outstanding amounts with the Pittsburgh Water & Sewer Authority or ALCOSAN **AND** have entered into a payment plan approved the proper authority(ies), please complete, sign and date, "**2. Certification of Approved Payment Plan**". *Be sure to submit copies of the approved payment plans when submitting the RFTA packet.*

### **Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards**

- This form can be found on the back of the Owner Certification form.
- For Sections A through E, check the box next to the appropriate statement. Be sure to include additional information where required.
- Copies of the pamphlet, *Protect Your Family from Lead in Your Home*, may be collected from the Housing Authority of the City of Pittsburgh.
- Both the Owner and Tenant must sign and date the form.

### **Request for Taxpayer Identification Number and Certification**

- Please complete each section of the form, including your signature and date.
- Instructions for completing the W-9 form may be found on the IRS website: <http://www.irs.gov/pub/irs-pdf/iw9.pdf>.

### **Authorization for Criminal Background Check for Section 8 Landlords**

- Complete each section as required. If you have no prior criminal record(s), please leave that section blank.
- You **MUST** provide copies of your drivers license and social security card when submitting the form. *Missing identification will delay RFTA processing and scheduling your initial inspection.*