



How to fill out the attached Request for Tenancy Approval (RFTA) packet.

Dear Owner,

Thank you for your interest in our Section 8 Housing Choice Voucher program.

In order to proceed with determining that the family qualifies for your rental unit, we must have a completed Request for Tenancy Approval packet completed by you and signed by the Head of Household.

The request should include all the information about your prospective rental property. In order to compare the unit to similar units in the area we also need to know if the unit is a high rise apartment (3 or more stories), one or two story, semi-detached, mobile home, etc.

It is essential that you carefully complete the "Utility and Appliances" portion and clearly indicate which utilities are paid by the owner, and which utilities you expect the applicant to be responsible for. You also need to detail which appliances are supplied by you and which must be supplied by the tenant. (This must also be in the lease).

The utilities must be carefully monitored by the Housing Authority, and it is a possibility that the prospective tenant may not qualify for your unit based on the total rent and utilities (gross rent).

The Housing Authority is required to compare the Request for Tenancy Approval, the lease agreement, the HAP contract, and the inspection report to ensure that all documents accurately reflect the tenant and owner responsibilities.

You must certify on the Supplement Information Sheet whether or not you are related to the prospective tenant as well as fill in all requested information.

We have included in the packet, a dwelling unit inspection criteria form and the New Lead Based Paint Regulations both need to be certified and signed.

If you have any questions about the program, please feel free to contact us at 253-620-5400 or visit our website at pchawa.org.

You may advertise your available rental units for free on our website at pchawa.org.

Once again, thank you for your interest in our program.

Pierce County Housing Authority

Physical address: 603 South Polk Street *Mailing Address:* 1525 108th St So., Tacoma, WA 98444
(253) 620-5400 Fax (253) 620-5455 www.pchawa.org