Detroit Housing Commission
2211 Orleans
Detroit, MI 48207
Email: RFTA@DHCMI.ORG

Housing Choice Voucher Program
REQUEST FOR TENANCY APPROVAL (RFTA): OWNERS PACKET

Dear Property Owner/Management Company,

Thank you for partnering with the Detroit Housing Commission (DHC) in providing quality housing for the participants on the Housing Choice Voucher Program. When a participant has located a unit, a Request for Tenancy Approval (RFTA) package must be submitted to the Detroit Housing Commission Choice Voucher (HCV) Program to begin the move-in process.

This packet provides you guidance regarding the Owner required documents and the process of completing a Housing Assistance Payment (HAP) contract with DHC. **Please review thoroughly to ensure quick and efficient processing of the RFTA, Inspection and HAP contract.**

If you are a new Owner to the HCV Program, please visit the DHC website at www.dhcmi.org *Owners* section to review the HCV Program information and access frequently asked questions.

If you have additional questions, please visit dhcmi.org or contact landlordinfo@dhcmi.org

Sinecerely,

Housing Choice Voucher Program Staff

Cc: Housing Choice Voucher Program Participant

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REQUEST FOR TENANCY APPROVAL TIMEFRAME
HAP CONTRACT EXECUTION PROCESS

STEP 1	RFTA Submission	• Complete the RFTA packet and required documents for RFTA submission and return to the participant. The Owner must supply a valid email address. RFTAs may be submitted to RFTA@dhcmi.org with all required docs, front and back.
STEP 2	Determine Eligibility	• DHC reviews the RFTA and supporting owner documentation to ensure it is completed and accurately reflects owner information.
STEP 3	Rent Determination	• DHC will review the proposed rent offer and comparables for the unit to determine if it can be approved. • If the proposed rent is more than the market supports or more than the participant can afford (over 40% of their income), DHC will contact the Owner to offer a lower rent. • If the Owner does not accept a reduced rent amount, the RFTA will be cancelled. • Once RFTA is approved, Housing Specialist will request for required owner documents for HAP contract execution
STEP 4	Inspection	• DHC requests an inspection to be scheduled of the unit to ensure it meets the Housing Quality Housing Standards • The unit must be ready for inspection on the agreed inspection date • Owner supplied appliances **MUST** be in the unit and all utilities **MUST** be on at the time of inspection • Re-inspections are only granted if the unit first inspection results in a FAIL. If the unit fails two inspections, the participant will be issued a new set of moving papers. Owner no-shows are considered a fail. • The Owner must be present during the Inspection and it is also recommended the participant be in attendance
STEP 5	Contract Execution	After a "Pass" result inspection, the HAP Contract will be sent via e-mail. • The Owner should then return the signed HAP Contract and signed lease to the DHC. • HAP Contract: ✓ Head of Household matches lease ✓ Contract unit matches lease ✓ All household members are on lease ✓ Initial lease term matches lease ✓ Initial rent to owner matches lease ✓ Utilities and Appliances matches lease ✓ Signature of Owner and Management company representative with date ✓ If there is any discrepancies with the HAP Contact DO NOT cross out information. Contact the housing specialist to revise the document. ✓ Lease must include: Contain lease effective date and lease end date ✓ Names of all household members ✓ Correct unit address (including apartment number) ✓ Total rent amount matches HAP Contract ✓ Utility responsibilities are indicated and match RFTA ✓ Signed and Dated by Participant and Owner ✓ Tenancy Addendum attached to lease ✓ All adjustment made after original participant signature must be initialed by the participant. • DHC receives the signed contract and corresponding lease and executes for payment • HAP payments are generally paid within 60 days of the signed HAP contract.

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DHC
DETROIT HOUSING COMMISSION

REQUIRED DOCUMENTS FOR RFTA SUBMISSION (before Initial Inspection)

Submit the below documents to the DHC office located at 2211 Orleans Detroit, MI 48207 OR by email ***RFTA@dhcmi.org***

	DOCUMENT	INSTRUCTIONS
☐	Request for Tenancy Approval	• Unit and contact information fields are completed • All utilities responsibilities are populated • Lead-based paint information indicated • Signature of Participant and Owner with dates • Owner and Participant email is required
☐	Lead-based Paint Disclosure	• Initialed, signed and dated by the Owner or Management Representative • Initialed, signed and dated by the Participant • Information must match page 2 of the RFTA (item16c)
☐	An unexecuted lease and Tenancy Addendum	• In conformance with state and local statutes • A copy of the Tenancy Addendum has been provided for your information
☐	Water Bill	• RFTA unit address must match water bill • Water bill has a ZERO Balance or in a current status
☐	Property Tax Bill	• RFTA unit address must match tax bill • Current year tax bill must be at a ZERO Balance or in a current status (If applicable - please include a copy of previous years signed repayment agreement issued by the jurisdiction)

REQUIRED OWNER DOCUMENTS FOR HAP CONTRACT EXECUTION (after 'Pass' Inspection)

Submit documentation to ***landlordinfo@dhcmi.org***

	DOCUMENT	INSTRUCTIONS
☐	W-9 *(Enclosed)*	• Must list the physical mailing address, **PO Boxes are not acceptable** Please note: The name on the bank account that you provide must match the TIN/EIN that you have provided. A 1099 will be issued for all payments which exceed $600 per year.
☐	Direct Deposit Form *(Enclosed)* and a Voided Check	• Completely filled out • Signed and dated by the Owner or Management Representative • Information matches page 2 of the RFTA ("Person or business that pays income taxes on income received from this property") • W-9 shall be completed for every new owner with a different tax identification number • Email address must be indicated on document
☐	Proof of Ownership	• Recorded Warranty Deed, Quit Claim Deed, Trustee's Deed, Deed is Trust • The Deed must be recorded by the Recorder of Deeds. Notarized deeds are not acceptable.
☐	Social Security Card (SS Card) **OR** Taxpayer Identification Number (TIN) Certification	• Owner SSN and W-9 match or TIN (IRS Business EIN Letter) and W-9 • If an individual is receiving the funds, a SS Card is required OR If an organization or business is receiving the funds then a TIN Certification is required
☐	Picture ID or Drivers License of Owner/Management Representative signing the contract	• Photo ID matches Social Security Number • Photo ID matches management representative authorized to sign • Authorization letter from employer is acceptable if a management company is signing the HAP
☐	Management Authorization Form **OR** Power of Attorney (if applicable)	• Must include: ○ Name of Owner and Management Company ○ Unit(s) managed ○ Management agreement term ○ Authorization of lease-up, HAP payment, document execution and utility responsibility (if applicable) ○ Signatures of Owner and Management company representative
☐	An Executed (signed) Lease	• Must include: ○ Lease end date ending at the end of the month (example January 31st or February 28th. Leases will not be accepted ending any day other than the end of the month. ○ List of names of all occupants including children ○ Utility responsibilities: MUST include gas, electric, water, sewer and trash removal. ○ Please ensure the utilities match the original information submitted to DHC. ○ Leases must begin on or after the pass inspection date. ○ Appliance responsibilities. Must include who is supplying the refrigerator, stove, and air conditioner (if applicable).