

Steps to Lease-Up

BOTH TENANT AND LANDLORD SHOULD READ THIS CAREFULLY

1. Tenant selects unit.
2. Tenant and landlord complete REQUEST FOR TENANCY APPROVAL (RTA).
3. Tenant contacts Jemesha Brown at 858-0326/JaBrown@cityofpensacola.com or LaToria English at 858-0308/LEnglish@cityofpensacola.com to submit the RTA. Please call Monday through Thursday between 7:00 am – 6:00 pm. Walk-ins are not accepted. Only the tenant can submit the RTA.

At the time the RTA is submitted, tenant will be given an instruction sheet that includes an estimate of the tenant rent portion and additional information regarding the lease-up process.

4. Housing Office contacts landlord regarding the inspection scheduling policy.
5. Landlord calls inspection department and schedules inspection.
6. Unit is inspected and Rent Reasonableness (RR) is determined:
 - a. If requested rent amount exceeds RR, landlord is contacted by Housing Office to discuss possible reduction in rent.
 - b. If requested rent is within RR, requested rent is approved. Landlord is not contacted.
7. If unit fails inspection:
 - a. Landlord and tenant receive letter advising what items failed and the deadline for re-inspection.
 - b. Landlord completes repairs and schedules re-inspection.
8. If unit passes inspection:
 - a. Housing staff calls tenant to advise them to follow final lease-up instructions.
 - b. Tenant submits documentation of utilities in head of household's name.
 - c. Housing Office contacts landlord to advise them of the contract rent, tenant rent, and Housing Assistance Payment amounts.
 - d. HAP Contracts will begin when the unit has passed inspection and proofs of utilities have been received by the Housing Office.
 - e. **Tenant is responsible for full rent if tenant takes occupancy before the contract start date.**
 - f. Landlord and tenant execute lease.
 - g. Landlord visits Housing Office to submit copy of executed lease and to sign the Housing Assistance Payments Contract.
 - h. Monthly electronic funds transfer payments made to landlord will begin on the first business day of the month after the HAP contract has been executed and, for new vendors, their City of Pensacola vendor set up is complete.

Notice Regarding Lead-Based Paint

BOTH TENANT AND LANDLORD SHOULD READ THIS CAREFULLY

TENANTS:

Lead is a highly toxic metal that may cause a range of health and behavioral problems, including damage to the brain and other vital organs like the kidneys, nerves and blood; learning disabilities; seizures; and in extreme cases, death. Some symptoms of lead poisoning may include headaches, stomachaches, nausea, tiredness and irritability. Before January 1, 1978, paint containing lead was commonly used in residences.

If you selected a rental unit that was built before January 1, 1978, then you should review its lead-based paint status with your landlord before completing the RTA or taking occupancy, even if the unit was refurbished after 1978.

LANDLORDS:

Effective June 19, 2014, we've updated our RTA form. Please make sure the form is filled out fully and completely. If anything is left blank, your lease-up process may be delayed. Please pay special attention to Section 12c, regarding the lead-based paint status of your unit. One, and only one, of the 3 options must be checked. Here's some guidance on how to complete Section 12c:

- Check the first option IF, AND ONLY IF, the unit was constructed on or after January 1, 1978. Please note that this refers to original construction, not later refurbs or updates. We will use the construction date listed on the Escambia County Property Appraiser's site. If Escambia County shows a built date earlier than 1978 and you check this option, the RTA will be rejected.
- Check the second option if the entire unit, including its exterior, has been found to be lead-based paint free by a lead-based paint inspector certified under the Federal or a federally-accredited State certification program.
NOTE: A copy of the inspector's report must be furnished upon request to the tenant and/or to Pensacola Housing.
- Check the third option if the unit was constructed before January 1, 1978 and you don't have a certification that the unit is clear from a lead-based paint inspector. If you check this option, you must provide the tenant, and Pensacola Housing, with your own disclosure regarding the unit's lead-based paint status. You may use the "Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards" form that is included with the RTA packet for this purpose. The form must be filled out completely and signed and dated by both you and the Head of Household of the tenant family.
- If you checked the first or second option under Section 12c of the RTA, you do not have to complete the "Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards" form, and it may be discarded.

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. 09/30/2017)

Public reporting burden for this collection of information is estimated to average .08 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. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. The Department of Housing and Urban Development (HUD) is authorized to collect information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of the data on the family's selected unit is mandatory. The information is used to determine if the unit is eligible for rental assistance. HUD may disclose this information to Federal, State, and local agencies when relevant civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family voucher assistance.

1. Name of Public Housing Agency (PHA)			2. Address of Unit (street address, apartment number, city, State & zip code)			
3. Requested Beginning Date of Lease	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt.	8. Date Unit Available for Inspection	

9. Type of House/Apartment

Single Family Detached
 Semi-Detached / Row House
 Manufactured Home
 Garden / Walkup
 Elevator / High-Rise

10. If this unit is subsidized, indicate type of subsidy

Section 202
 Section 221(d)(3)(BMIR)
 Section 236 (Insured or noninsured)
 Section 515 Rural Development

Home
 Tax Credit

Other (Describe Other Subsidy, Including Any State or Local Subsidy) _____

11. Utilities and Appliances

The owner shall provide or pay for the utilities and appliances indicated below by an "O". The tenant shall provide or pay for the utilities and appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.

Item	Specify fuel type	Provided by	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Other Electric			
Water			
Sewer			
Trash Collection			
Air Conditioning			
Refrigerator			
Range/Microwave			
Other (specify)			

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 own 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 as to whether or not the unit will be approved.

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Signature		Signature (Household Head)	
Business Address		Present Address of Family (street address, apartment no., city, State, & zip code)	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)

Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards

Tenant ID _____

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, owners must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention.

Owner's Disclosure

(a) Presence of lead-based paint hazards (please check one box below):

Known lead-based paint and/or lead-based paint hazards are present in the housing (Please explain).

Owner has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to owner (please check one below):

Owner has provided the tenant with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (please list documents provided below).

Owner has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Tenant's Acknowledgment

(c) Tenant has received copies of all information listed above.

(d) Tenant has received the pamphlet *Protect your Family from Lead in your Home* from the Housing Agency.

Housing Agency's Acknowledgment

(e) Housing Agency has informed the tenant of the owner's obligations under 42U.S.C.4852(d) and is aware of agency's responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by those signing this document is true and accurate.

Signatures

Housing Agency Representative

City of Pensacola Housing Division

Print or Type Name of HA

Signature

Print or Type Name and Title of Signatory

Date

Tenant

Print or Type Name of Tenant

Signature

Date

Owner

Print or Type Name of Owner

Signature

Print or Type Name and Title of Signatory

Date