

Thank you for your interest in participating in the Housing Choice Voucher Program (HCVP). The HCVP provides rental assistance to families who have placed their name on the waiting list and have subsequently been determined eligible for assistance.



Landlords/Owners may list properties for free at the following website: www.affordablehousing.com or call 1.866.466.7328. A “Affordable Housing Listing” for landlords/owners who have indicated an interest in participating in the Housing Choice Voucher Program to assist Voucher holders in finding suitable housing will be available online for FWHS Voucher holders or you may fax the Affordable Housing Form to 1.516.416.9848. Owner must contact Affordable Housing at that time with instructions to renew the listing if the property has not rented. Multi-family properties will be maintained on a continuous basis due to turnover. Addition to the list does not endorse the property, it is simply a courtesy list giving the prospective client the address of the property and the name, address, and phone number of who to contact.

The Process

Owner/Agent attends a Landlord Orientation held at Fort Worth Housing Solutions (FWHS) every 2nd Tuesday of every month, except December, at 9:00am.

At the Landlord Orientation owner/agent will receive a “Landlord Packet” containing all necessary documents and sample forms for participation in the Housing Choice Voucher Program.

Once a family has received a Voucher from FWHS the family will begin the search for a proper housing unit from the private sector utilizing the Property Availability List as well as other sources of media in the selection of a unit. The family has 60 calendar days for regular HCVP or 120 calendar days for Cavile Residents to find a unit that fits their family’s needs.

The client will provide the prospective landlord with a Request for Tenancy Approval (RFTA) form. Both the client **and** the landlord are required to fill in all information on the RFTA and both should be aware that there are certain guidelines for participation in the program. This includes but is not limited to:

- The owner is responsible for screening the client prior to leasing.
- The owner must provide (some forms are available online at www.fwhs.org):
 - A copy of the Warranty Deed or Settlement Statement (Settlement Statement **must** contain **both** seller and buyer’s signature to be acceptable).
 - Direct Deposit form (Please be sure and confirm the routing number with your financial institutions to avoid delay in receipt of your rental payment.)
 - **Voided Check or letter from Bank with account information**
 - Copy of Article of Organization (If you will be operating as an LLC, Inc or DBA)
 - W-9 (One from owner and one from agent, if agent will be payee)
 - Copy of the payee’s social security card or **Assigned Tax ID letter; LTR 147C**
 - Affidavit of Assignment of Agent (If there will be one)
 - Completed New Landlord Orientation
(<https://rise.articulate.com/share/mLdXbl5hJb3lpu6nO4fqdoq14-NjuJL3#/>)
- The owner will use their own lease and attach the Tenancy Addendum provided by FWHS to it.
- The owner may collect a security deposit but, the Department of Housing and Urban Development (HUD) does not permit an owner to collect an amount that would exceed the amount of one month’s contract rent and requires that the deposit requested be no more than that being currently charged by the landlord for unassisted units. Security deposit is paid by the client. Fort Worth Housing Solutions will assist with security deposit if the client is a Cavile Tenant Protection Voucher (TPV) holder.



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The RFTA **must** be returned to Fort Worth Housing Solutions Inspections Department, either in person or email: RFTA@fwhs.org.
(The sooner this form is returned the sooner the property can be scheduled for inspection.)

Once the RFTA has been received by FWHS, it is entered into the system and assigned to an Inspector. The Inspector will determine that the property/unit meets the rent and inspection guidelines as dictated by HUD. The inspector will also perform a preliminary rent reasonableness test to determine if the contract rent the owner is requesting is reasonable for the subject property.

The Inspector will then contact the owner/agent to set up a date for inspection and discuss the issue of Rent Reasonableness if necessary. On this initial inspection the owner/agent **must** be present.

At the time of inspection:

- All utilities must be turned on (at this time the utilities will still be in the property owners name) and all appliances present for the unit to pass inspection (if provided by the owner).
- Once the property has PASSED inspection and the utility verifications have been submitted, the inspector will perform a final rent reasonableness test to verify that the requested contract rent is comparable to similar unassisted properties in the immediate area. The owner/agent will then receive a Move-In Approval form (either by fax or email) from the FWHS Inspections Department.
- At the time the lease is signed between the Owner/Agent and the tenant a copy of the Tenancy Addendum provided by HUD must be attached to the owners' lease, and it should state clearly in the lease, "Tenancy Addendum Attached is a Part of This Lease."
- FWHS will prepare the Housing Assistance Payments (HAP) contract within five working days after receipt of all aforementioned information from the property owner.
- The signed HAP contract must be promptly returned to FWHS with a copy of the lease.
- Rental assistance payments will not begin until the Housing Assistance Payments (HAP) Contract has been returned and executed by FWHS.
- HAP deposits are paid around the first of each month; however, the initial check for a new contract is paid on the first of the month following the receipt of the fully executed lease and the HAP contract **PROVIDED** all documents have been received by the 21st of the month. Executed contracts received after the 21st of the month may not be processed until the next month. HAP payments are generated by computer on the 1st business day of each month.
- Register online to view monthly detail statements at <https://partners.ourpha.com/FortWorth/View/Security/Login.aspx>
- Based on the FWHS calculation of rent, client will be responsible for paying a portion of the rent directly to the landlord (generally 30% of their income). FWHS will pay the balance of the rental subsidy to the landlord by direct deposit the first of each month.

If you have any questions concerning the inspection or new contract process and/or if you are interested in attending a Landlord Orientation, please do not hesitate to contact us at landlordservicesengagement@fwhs.org.

Thank you,

Landlord Services
landlordservicesengagement@fwhs.org



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