



**FORT WORTH HOUSING AUTHORITY**  
*"Investing in the Community"*

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.

Fort Worth Housing Authority (FWHA) maintains a "Property Availability List" for landlords/owners who have indicated an interest in participating in the Housing Choice Voucher Program to assist Voucher holders in finding suitable housing. The information will be listed for (60) days. Owner must contact FWHA at that time with instructions to renew the listing if the property has not rented. Each "renewal" is limited to (60) days. 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 the Fort Worth Housing Authority (FWHA).

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.

Owner/Agent will complete the "Property Description Form" and leave it with the FWHA representative conducting the Landlord Orientation. This Property Description Form will be used to enter this property onto the Property Availability List maintained by the FWHA Inspections Department. This list is updated each Thursday.

Once a family has received a Voucher from the FWHA 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 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:
  - A copy of their 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.)
  - 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
  - Affidavit of Assignment of Agent (If there will be one)
- The owner will use their own lease and attach the Tenancy Addendum provided by FWHA 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. FWHA **does not** pay or in any way assist with the payment of security deposits. Collection of the security deposit is strictly between the owner/agent and the prospective tenant.

The RFTA **must** be returned to the Fort Worth Housing Authority Inspections Department, either in person or by fax: (817) 877-3576. (The sooner this form is returned the sooner the property can be scheduled for inspection.)

Once the RFTA has been received by the FWHA, 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 field 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, to receive a copy of the inspection and a copy of the Tenancy Addendum, which will need to be attached to the clients lease.

At the time of inspection:

- All utilities must be turned on (at this time utilities will still be in the property owners name) and all appliances present for the unit to pass inspection.
- 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 FWHA 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."
- FWHA 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 FWHA 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 FWHA.
- HAP checks 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 21<sup>st</sup> of the month. Executed contracts received after the 21<sup>st</sup> of the month will not be processed until the next month. HAP payments are generated by computer on the 1<sup>st</sup> day of each month.
- Based on the FWHA calculation of rent, client will be responsible for paying a portion of the rent directly to the landlord (generally 30% of their income). FWHA 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 don't hesitate to contact Bernice Romero via telephone (817) 333-3605 or email [bernice@ftwha.org](mailto:bernice@ftwha.org).

Thank you,

*Rick Mullens*

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