

## Are you interested in Renting to a Section 8 Participant?

Thank you for your interest in the Metro Housing|Boston Rental Assistance Program. The Section 8 Housing Choice Voucher Program (HCVP) is a federally funded rental assistance program designed to help low-income families, senior citizens, and people with disabilities afford decent, safe, and sanitary housing. The program provides subsidies to qualified households for use in private housing in the community of their choice. Under the Section 8 program, households initially pay 30%-40% of their income towards the rent plus utilities and the federal government pays the difference between that amount and the approved contract rental amount.

Attached is the HUD's Request for Tenancy Approval (RFTA) form. This RFTA form must be **filled out completely and signed by both the prospective tenant and the property owner** in order to initiate the rental process for participation in the HCVP

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## Submitting the RFTA to Metro Housing | Boston

### Step 1: Tenant Selection Screening

- The owner must approve the family as a suitable renter, even though a family is determined by Metro Housing to be eligible for the HCVP program. **Therefore, the owner must initiate his/her own tenant selection screening as they would for any non subsidized rental applicant.** When a RFTA form is submitted, MBHP knows the owner has approved a family for tenancy.

### Step 2: Security Deposits

- **Metro Housing has no responsibility for damages to the unit or unpaid rent.** As in the private market, the owner may collect a full month security deposit (not to exceed the amount of the monthly contract rent) from the tenant. The owner must comply with all state statutes and regulations covering security deposits.

### Step 3: Submitting the RFTA to Metro Housing

When you have completed your screening process, and are ready to move forward, you and your prospective tenant must completely fill out a RFTA. Incomplete forms will be returned to you and could delay the rental process. In addition to the completed RFTA form, the following documents must also be submitted.

- RFTA form** (attached) - Signed by both property owner and prospective tenant;
- IRS W-9 Form** (attached) confirming owner's Tax ID number- please note, that this Tax ID number must be verified with the IRS by Metro Housing before payment can be made. This IRS approved Tax ID number will be used to issue the property owner the required 1099 IRS Tax Forms for rental income at the end of the year. This IRS approved Tax ID number will be used to issue the required 1099 IRS Tax Forms for rental income at the end of the year.
- Letter of Lead Compliance (LOC)** for households with children under the age of six (6). Metro Housing requires proof that the unit has been de-leaded or that it was constructed after 1978. If the building was built prior to 1978 and is to be occupied by a family with children under 6 years of age, you must provide a Letter of Compliance from a licensed de-leading inspector. It must state that the unit and relevant common areas are in compliance with the Massachusetts Lead Law, M.G.L., c.111, and s.190-191]. If the building was constructed after 1978, a copy of the original building permit is required. **Please note that when a child under 6 is in the prospective household, you MUST submit an LOC or copy of the building permit to Metro Housing before an inspection can be scheduled.**

- Water Sub-metering** - If the tenant is going to pay for water the property owner must submit a SUBMETERING OF WATER AND SEWER CERTIFICATION FORM. In order to be eligible to charge for water appropriate meters and low flow devices and toilets must be present. It must be signed by the installing plumber, the owner and the Local Board of Health. The form is available at [http://www.mass.gov/Eeohhs2/docs/dph/environmental/sanitation/hsg\\_submeter\\_form.pdf](http://www.mass.gov/Eeohhs2/docs/dph/environmental/sanitation/hsg_submeter_form.pdf)
- Proof of Ownership** - please submit a copy of your deed or a recent tax bill. This is not required for an inspection to be scheduled, but MBHP must have this on file before payment can be made.
- Certificate of Fitness (COF)** - The following cities and towns require a C.O.F. from the local Board of Health for any new rental unit in *Chelsea, Everett, Revere, Malden, Stoneham, Lynn, and Lexington*. in addition to the HUD/HQS inspection. The approved COF must be submitted to MBHP in order to complete the required inspection process. The COF inspection is completed by the local Board of Health and must be scheduled by the Property Owner.

#### **Step 4: The Inspection Process**

After a family finds a suitable housing unit and the owner approves the family, Metro Housing will determine if the unit meets the **HUD and DHCD Housing Quality Standards (HQS)** for the Section 8 Program. Upon receipt of a RFTA including all of the required documents, the Program Representative will submit the RFTA to inspections. The Market Analyst will contact you to schedule your initial HQS Inspection. Please note that this can take up to five days upon receipt of your completed RFTA.

MBHP cannot make any subsidy payments prior to the unit being inspected and certified as being in compliance with HQS Inspections and **only a Metro Housing Inspector can perform the HQS inspections**. Also, the unit must be completely vacant (unless the voucher holder currently resides in the unit) and there must be access to the basement and all common areas **for the HQS Inspection to be scheduled**. All utilities must be on at the time of the inspection even if the family will be responsible for the payment of the utilities in order to ensure they are in working order.

If the unit does not pass the initial HQS inspection, you will be provided a list of repairs that will need to be corrected prior to a re-inspection. When all of the repairs are complete, please notify the Market Analyst so that s/he can either cancel the unit or schedule a re-inspection. **We expect that any required work will be completed within 10 days of the initial inspection and need to hear from you within that time frame.** If you are unable to make the required repairs, please contact the Market Analyst as soon as possible.

#### **Step 5: Unit Rent Determinations**

All new unit rents must be approved by an Metro Housing Market Analyst. Once the initial inspection is conducted, the inspector will rate each unit utilizing the Metro Housing Housing Quality Addendum grading form. The unit grade correlates with a rent range guide. The rent range guide establishes ranges based on rents that are paid for similar private market units, taking into consideration unit size, tenant voucher size, utilities, condition of the unit, location, and amenities. **Final contract rent amounts will be determined by the Market Analyst ONLY.** **Please note: tenants are NOT authorized to offer rent amounts to property owners above the contract rent authorized by Metro Housing.** For additional information regarding the rent ranges and/or applicable Section 8 payment standards, please go to our web site under owner information at [www.MetroHousingBoston.org](http://www.MetroHousingBoston.org).

## **Step 6: The Lease and Contract Process**

The Metro Housing Relocation Representative or Intake Coordinator will call the tenant when he/she receives the passed inspection report and rent approval from the inspections department. This can take up to 48 hours once the inspector has passed the unit and the Metro Housing Market Analyst has approved the contract rent. He/she will schedule an appointment for the tenant to sign the lease.

At the lease signing the Relocation Representative or Intake Coordinator will determine the tenant rent share and the Metro Housing Housing Assistance Payment (HAP). The tenant will be given the lease and HAP contract to be delivered to the property owner. This must be signed and returned to Metro Housing before we will release the HAP Payment.

### **Additional Lease and Contract Information**

In order to begin the subsidy payments, a Lease (with HUD lease addendum) and Housing Assistance Payment (HAP) Contract must be executed. You may either use the Metro Housing Model Dwelling Lease or your own lease (i.e. Standard RHA Lease), but in either case, it must contain all of the provisions of the HUD tenancy addendum. **The minimum term for the lease is 12 months.** Metro Housing Rent Payments will be made after the HAP Contract and Lease are signed by both the owner and the tenant and returned to Metro Housing. Upon receipt of the signed HAP Contract and Lease, Metro Housing will make the initial payment and continues to make monthly payments to the owner.

### ***IMPORTANT NOTE ABOUT THE HAP PAYMENT:***

***ALL documents to the owner must be completed, signed and returned to Metro Housing by the 18<sup>th</sup> of the month in order to initiate payment by the first of the following month. (Payment will be retroactive to the start date to the HAP contract). If Metro Housing has not received the signed lease and contract, the signed W-9 form, and acceptable proof of ownership by the 18th of the month, payment will be delayed! Metro Housing/HAP payments are only issued one time per month.***

### **Direct Deposit Policy**

**Direct Deposit is now a mandatory requirement for Metro Housing.** We will only issue the HAP payment through Direct Deposit. As a participating property owner, you will be required to fill out a direct deposit form and submit a voided check or deposit slip. Any property owner who is already signed up for direct deposit and wants Metro Housing to change any pertinent information such as bank account or address information must submit a written request and send it to the Relocation Representative or Intake Coordinator..