



# FINAL ELIGIBILITY PROCESSING

## 1. Final Eligibility

- Town schedules family for final interview
- Voucher information packet is reviewed & discussed with family (packet contains all material required by CFR 982.301)

## 2. Request for Tenancy Approval (RFTA) & Lease Submittal

- Family finds unit to lease and discusses program with owner (may refer owner to caseworker for more detailed discussion on how program works)
- Family submits RFTA and copy of the lease
  - lease must include Tenancy Addendum
  - RFTA must be submitted during the term of the Voucher and all applicable information must be complete
  - if approved HQS inspection is scheduled
  - if rent not approved, Town negotiates
  - if owner agrees to change rent, HQS inspection is scheduled
  - if owner disagrees, family must locate another unit

## 3. Housing Quality Standards (HQS) Inspection

- Town schedules & conducts inspection according to HQS
- Town provides report of inspection defects to owner & family
- Town gives owner a specified time to make repairs if unit fails
- Town determines if rent is reasonable compared to rents for similar unassisted units in the area. If not, Town may negotiate the rent with the owner.
- If unit fails, Town will reinspect unit at specified time.
- Town will disapprove unit if repairs are not made or rent is not reasonable
- If the family has time remaining on Voucher or the Town extends the Voucher, then the family can look for another unit and the process continues.

## 4. Approval & Execution

- #2 & #3 must have sequential approval after which documents are executed
  - owner and family execute lease
  - owner and Town execute Housing Assistance Payments Contract
- Assisted tenancy begins on effective date stated in lease and contract
  - first of the month after lease and contract signing