

RFTA Acceptance Procedure

1. Except with New landlords who request an in-person appointment, all RFTAs should be faxed, e-mailed, mailed, or dropped off by the landlord.
2. All RFTAs should come directly to the Admissions Inspector.
3. Immediately upon receipt, Admissions Inspector should determine initial rent reasonableness (is the property worth what the landlord is requesting).
4. If rent is not reasonable, Admissions Inspector should contact the owner to let them know what rent we can offer and that the final rent offer is contingent upon the physical inspection.
5. Anytime the gross rent exceeds the payment standard, the Admissions Inspector should perform the affordability test.
6. If the unit is affordable, the Admissions Inspector should contact the tenant to let them know the impact the higher cost unit has on their rent.
7. If unit is not affordable, Admissions Inspector should contact the owner to let them know the max rent we can offer and explain the consequences of further rent reductions should the tenant's income decrease prior to the completion of the move-in.
8. If owner wishes to proceed, Admissions Inspector should notify the tenant of the max approvable rent and explain that they will pay more than 30% because they have selected a higher than average priced unit. If tenant still wants unit once they know what the cost to them will be, proceed with the inspection.
9. All RFTAs should be date stamped and initialed the RFTA to reflect the actual time it was received by the Admissions Inspector.
10. Once all needed information is present to complete inspection, RFTA will be logged in on RFTA list immediately. All complete RFTAs must be logged in within 24 hours.
11. If RFTA is received, but is not complete; notate reason beside date stamp. Contact landlord via e-mail to let them know what else is needed to accept the RFTA.
12. Within 48 hours of receipt of the RFTA, the landlord should be contacted to arrange an appointment time.
13. Immediately, schedule the inspection in Lindsey and e-mail schedule letter to landlord
14. All initial inspections must take place within five (5) business days from the date the completed RFTA is received. If any inspection cannot be scheduled within 5 business days, notify the Inspections Coordinator immediately.

Complete RFTA

1. Applicable front and back portions of the RFTA must be filled in by the landlord.
2. Utilities section (Provided by and Paid by) must be filled out accurately and must match what is on the lease addendum. Utilities should make sense (i.e. RFTA has "T" for tenant under the provided by column for items other than for range and refrigerator or RFTA for an apartment that shows Tenant paying water & sewer-possible, but unlikely). Question when it doesn't make sense and always verify at the physical inspection.
3. Must have either utility receipts or landlord utility certification for indicating utilities are in service.

New Landlords

Must have to before RFTA can be logged in

1. W-9 form
2. Valid e-mail address and phone number

Must have before contract can be executed

1. Proof of ownership (copy of deed, settlement statement, tax notice, etc.)
2. Copy of social security card or tax id number
3. ACH Authorization form
4. Copy of cancelled check

If Admissions Inspector is on leave, Inspections Coordinator will take over above functions.