



Thank you for your continued partnership with us in supplying safe and affordable housing to our clients here in Snohomish County. Here are step-by-step instructions on completing the request for tenancy approval (RFTA) packet.

Steps to completing the RFTA Packet

1. The first page is a letter to the property owner or manager. This provides an overview of the packet and a reminder of the forms needed to complete the packet and request an inspection.

NOTE: HASCO can only request an inspection with this completed packet.

2. The next page is **“Request for Tenancy Approval,”** which is to be completed by the owner or property manager. The **Head of Household’s** name will be at the top of the form.
 - a. Box 1 **“Name of Public Housing Agency (PHA)”** - Prefilled with **“Housing Authority of Snohomish County.”**
 - b. Box 2 **“Address of Unit”** –Enter the complete address, including unit number, city, state, and zip code.
 - c. Box 3 **“Requested Lease Start Date”** – Enter the projected lease start date.
 - d. Box 4 **“Number of Bedrooms”** – List the number of bedrooms.
 - e. Box 5 **“Year Constructed”** – Enter the year the residence was built.
 - f. Box 6 **“Proposed Rent”** – Enter the asking rent.
 - g. Box 7 **“Security Deposit Amt”** – Enter the tenant’s security deposit amount.
 - h. Box 8 **“Date Unit Available for Inspection”** – Enter the date the unit will be ready for inspection.

Note: The unit needs to be move-in ready before the inspection. This means all repairs are done, and the unit is clean.

**To prepare for the initial inspection, review the [NSPIRE Summary-National Standards for the Physical Inspection of Real Estate](#)*

- i. Box 9 **“Structure Type”** – Mark the correct structure type for the residence.
- j. Box 10 **“If this unit is subsidized, indicate type of subsidy:”** – Mark the correct program, if applicable. The most common program is Tax Credit.
- k. Box 11 **“Utilities and Appliances”** – Under the Paid by column, indicate who is responsible for paying the utility by using “O” for the owner and “T” for the tenant.
 - i. Select the fuel type for **Heating, Cooking, and Water Heating.**

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- ii. **Other Electric** is for the basic electricity. For example, the electricity for plugging in a television or providing power to outlets unrelated to Heating, Cooking, and Water Heating.
 - iii. If the unit comes with a refrigerator or a range stove, enter “owner” under **Provided by.**
3. The next page continues the “**Request for Tenancy Approval.**”
 - a. **12. Owners Certification**
 - i. Read **Section 12a** and complete the table if required.
Conventional Properties:
 - If your property has 4 or more unassisted units, enter the address, date rented, and the rental amount.
 - If your property has 3 or fewer unassisted units or is a tax credit unit, leave this section blank.
 - ii. Read **Section 12b.**
 - iii. Read **Section 12c.** Mark the proper box based on the information regarding the lead base paint statements.
 - b. Read **Sections 13-15.**
 - c. Enter the name of the owner/owner representative, sign, enter the business address, telephone number, and date in their proper boxes.
 - d. Have the tenant sign and enter the date in their proper boxes.
NOTE: If the client’s name, present address, and telephone number are not pre-filled out, have the tenant enter the information before signing.
4. The next page is “**Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards.**”
 - a. If the residence was built in **1978 or later:**
 - i. Mark the big, bold box and skip sections A through D.
 - ii. Landlord needs to sign and date the form.
 - iii. Have the tenant sign and date the form.
 - b. If the residence was built **before 1978:**
 - i. Complete Sections A and B.
 - ii. Have the tenant initial C and D.
 - iii. Sign and date the form.
 - iv. Have the tenant sign and date the form.
5. The fifth page collects the new Owner/Payee information form.

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- a. Enter the **Rental Unit Address, Property Name (if Applicable)**, and answer **“Do you have existing tenants with HASCO at this property?”** by checking the proper circle.
 - b. Under **“Legal Name of Owner,”** complete the **Name** (must match the name on Line 1 of the W9 form), **Mailing Address, City, State, Zip, Day Phone, Cell Phone, and Email** fields with the proper information.
 - c. Enter either the EIN or SSN that was listed on the W-9.
NOTE: This information must match, and the IRS verifies the information provided.
 - d. In the **“Payee: (Payment Payable To & Correspondence Address)”** section:
 - i. If the Payee is the same as the legal owner, mark the box next to **“Same as above.”**
 - ii. If the payee is different than the owner, mark **“Different than Owner”** box and complete the **“Payee”** section.
 1. Provide the **payee's Name, Mailing Address, City, State, Zip, Day Phone, and Email.**
 - iii. Sign, print your name, and date form.
6. The last page is the completed W-9 from the IRS for the legal property owner.
- a. **NOTE:** The W-9 needs to be the person or business expecting the 1099 form at the end of the year.
 - b. One of the most common mistakes we see on this form is owners providing both an Employer Identification Number (EIN) and a Social Security Number (SSN). Please only provide one.
7. Email the completed packet to housing@hasco.org unless the packet specifically states to return it to a different email address.

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