



The Housing Authority of Snohomish County
12625 4th Ave. W, Suite 200, Everett, WA 98204
Phone: 425-290-8499; Fax: 425-290-5618
www.hasco.org

MEMORANDUM

TO: Project Based Voucher Property Owners / Managers

RE: New Policy and procedure for Project Based Voucher (PBV) initial inspection requests, elimination of the RFTA and updated PBV Application Packet

Date: August 16, 2016

In an effort to streamline the initial PBV inspection and move-in process, we are eliminating the Request for Tenancy Approval (RFTA) paperwork. Effective immediately, the process is as follows:

As soon as you have a vacant PBV unit that is ready for inspection:

- Email HASCO's inspection scheduler, Cynthia Slaybaugh at cslaybaugh@hasco.org
- Include the complete unit address & date the unit will be ready for inspection
- Cynthia will then schedule the inspection and notify you of the inspection date

You do not need to have a particular tenant chosen for the unit. We can inspect as soon as the unit is ready. Continue your screening and approval process as usual. Do NOT wait for the unit to pass the inspection prior to referring clients to HASCO.

The PBV Application packet has been updated. Please begin using this updated packet immediately. The packet is located online at hasco.org or by clicking [here](#).

Please contact HASCO's PBV Housing Specialists, Tia Noun and Tamra Close, with any questions related to this change.

Thank you.

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PBV Housing Specialists