



Thank you so much to our partners for your kindness, professionalism, and patience as we continue to make changes within our department. We do apologize for any delay you may have experienced since the change. For this article we are going to explain the lease up process so that you have a better understanding of this process. The next article will continue this topic with step-by-step instructions on completing the request for tenancy approval (RFTA) packet. The estimated publishing date of those step-by-step instructions is January of 2024.

## Application Process

**Step 1: A HASCO client contacts you regarding your vacant unit, schedules a tour and applies to be your tenant.**

You screen the applicant as you would any other applicant who does not have housing assistance.

Remember that in 2018, the Washington state legislature enacted a new state law known as the Source of Income Law. Under that law, residential properties in Washington cannot refuse to accept an applicant *solely* on the grounds that they are a participant in any federal, state, local or non-profit voucher program, including Housing Choice Vouchers. If the landlord has an income to rent ratio in their screening criteria, such as requiring the applicant to make 3x the rent amount, the landlord must deduct the full amount of any voucher from the monthly rent and then apply the rent to income ratio on the balance.

Once the screening has been approved the owner would then complete the RFTA packet.

## Request for Tenancy Approval Packet

**Step 2: At the time of application, the applicant should provide you a packet which includes a Request for Tenancy Approval, (also known as RFTA or Form HUD-52517.)** The RFTA collects important information about the rental unit selected by the family, including the unit address, number of bedrooms, structure type, year constructed, utilities included in the rent, and the requested beginning date of the lease. This is all necessary information for HASCO to determine whether we can approve the assisted tenancy in this unit.

Owners must certify the most recent amount of rent charged for the unit and provide an explanation for any difference between the prior rent and the proposed rent. Owners must certify that they are not the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless HASCO has

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granted a request for reasonable accommodation to rent from a relative for a person with disabilities who is a member of the tenant household. For units constructed prior to 1978, owners must either 1) certify that the unit, common areas, and exterior have been found to be free of lead-based paint by a certified inspector; or 2) attach a lead-based paint disclosure statement. The owner must also provide a copy of the W-9 and the Owner/Payee information form.

The owner may submit the RFTA on behalf of the family. Completed RFTA must be submitted as hard copies by mail, fax, email, or in person.

HASCO will review the packet to ensure that the RFTA is complete and signed by both the family and owner.

## Inspection Process

**Step 3: HASCO is required to complete an initial inspection**, determine whether the unit satisfies HQS, and notify the owner and the family of the determination within 15 calendar days of submission of the Request for Tenancy Approval (RFTA). The 15-calendar day period is suspended for any period during which the unit is not available for inspection [24 CFR 982.305(b)(2)]. The landlord receives written notice of HASCO's inspection results and is not required to attend the inspection.

To help prepare landlords for the initial inspection, HASCO has created a Summary of Housing Quality Standards. The document can be found [here](#). If any HQS violations are identified, the owner will be notified of the deficiencies and be given up to 30 days to correct them prior to a reinspection. HASCO may agree to conduct a second reinspection, for good cause, at the request of the family and owner. Following a failed reinspection, the family may submit a new Request for Tenancy Approval after the owner has made repairs, if they are unable to locate another suitable unit.

**Step 4: During the inspection process, HASCO will also determine if the rent is rent reasonable.** HASCO uses the same rent reasonable process for new move in as we do for rent increase. This process can be located on page two and three of the "[Rent Increase Instruction](#)" newsletter.

## Completing the Move In

**Step 5: Once the unit has passed inspection and the rent has been approved, the family is approved to move in.** HASCO will generate a Housing Assistance Payment (HAP) Contract, and the notice of rent once we get the lease start and end dates. A HAP contract is a written agreement between HASCO and the owner of the unit. Under the HAP contract, HASCO agrees to make housing assistance payments to the

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owner on behalf of the family, and the owner agrees to comply with all program requirements as stated in the HAP contract. The HAP contract format, Form HUD-52641, is required by HUD. The term of the HAP contract must be the same as the term of the lease [24 CFR 982.451(a)(2)]. HASCO must make its best effort to ensure that the HAP contract is executed before the beginning of the lease term. Regardless, the HAP contract must be executed no later than 60 calendar days from the beginning of the lease term. HASCO may not pay any housing assistance payment to the owner until the HAP contract has been executed. If the HAP contract is executed during the period of 60 calendar days from the beginning of the lease term, HASCO will pay housing assistance payments after execution of the HAP contract (in accordance with the terms of the HAP contract), to cover the portion of the lease term before execution of the HAP contract (a maximum of 60 calendar days). Any HAP contract executed after the 60-calendar day period is void, and HASCO may not pay any housing assistance payment to the owner.

**Step 6: Once HASCO receives the HAP contract and matching lease from the owner, we will complete the move in and release the funds effective the move in date.** HAP payments will be released on either the next mid-month or first of the month check run.

Thank you so much for taking the time to read the newest issue of the HASCO digital newsletter! We hope this newsletter helps you understand the entire lease up process. Please remember the next newsletter will be step by step instructions on completing the RFTA. If you have not had a chance to review the previous issue, it can be located under “**Newsletters Archives.**” If you have any questions about this article or have other questions about being a landlord for Housing Choice Voucher holders, please do not hesitate to reach out to our Landlord Liaison directly at [Landlord@hasco.org](mailto:Landlord@hasco.org).

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