

LEXINGTON HOUSING AUTHORITY
ONE COUNTRYSIDE VILLAGE, LEXINGTON, MASSACHUSETTS 02420-2576

CAILEEN B. FOLEY, EXECUTIVE DIRECTOR

TEL 781 861-0900

FAX 781 861-1938

TDD 1-800-545-1833 EXT 104



**RTA PACKET REQUIREMENTS AND LEASE UP PROCESS
FOR SECTION 8 PROGRAM PARTICIPANTS**

RTA (Request for Tenancy Approval) Packet

Every Section 8 program participant is issued an RTA Packet when searching for a suitable unit to rent. This packet must be completed IN FULL by both the prospective landlord (LL) and Tenant (T) prior to being submitted to the Lexington Housing Authority (LHA). The entire **process may take 30-45 days** providing all documentation has been received and the unit passes inspection. If the unit does not pass inspection the process may take 60 days to allow for re-inspection once repairs have been made. Be sure that **all required information** has been provided:

REQUIRED RTA Package information (perspective landlord):

- Indicate Contract Rent Amount, BR size & square footage of unit, year property built, property type, etc.
- Indicate details for each utility – utility type (oil, gas, electric), payment responsibility (LL or T)
- Provide landlord name, address, phone, e-mail address (if any)
- Provide Tenant name, current address, phone, e-mail address (if any)
- It is advised the prospective landlord and tenant complete and review the RTA together
- Also, the prospective tenant must provide LHA with updated income, asset, and allowance information for all household members

The prospective Tenant must provide updated income documentation (**no older than 60 days**) for all household members in order for the RTA Packet to be processed. Be sure to **submit all verification** that applies to your household from the following list:

- **Employment Income:** 6 consecutive weekly paystubs or 3 consecutive bi-weekly paystubs
- **Social Security** benefits printout (call 1-800-772-1213) SSP benefits (formerly SSI benefits) printout (call 1-877-863-1128)
- **Public Assistance/Welfare** benefits printout (call 1-877-382-2363) or visit local DTA Office
- **Unemployment/Workmen's Compensation** benefit printout (call 617-626-660)
- **Child Support/Alimony Payments:** 24-month payment history printout (call 617-660-1234)
- **Zero Income:** Contact LHA caseworker for Zero Income Form
- **Child Care Expenses:** contact LHA for childcare Verification Form
- **Bank Accounts:** (checking, savings, CD, IRA etc.) provide 3 most recent statements for each bank account or contact LHA caseworker for Bank Verification Forms
- **Medical Expenses** (for disabled or senior citizens only) Verification for out-of-pocket expenses for the last 12 months: paid medical bills, pharmacy printouts, insurance premiums/co-pays
- Contact your Section 8 Specialist with any questions regarding verification to be submitted.

Next Steps The move process can take anywhere between **30-45 days** providing all documents are received and the unit passes inspection. Once an RTA has been submitted Lexington Housing Authority will

- Section 8 Specialist will review the RTA Packet for completeness. The prospective landlord and tenant will be informed of any missing information. Missing information will suspend the process from moving forward until all requirements have been submitted.
- Contract Rent Affordability and Rent Reasonable Determination (RRD) Once LHA is in possession of a complete RTA Packet and all documentation, the process will move forward to Contract Rent Affordability and Rent Reasonable Determination (RRD). o The HAP Specialist conducts an affordability determination to ensure the Tenant's Share of the rent meets program requirements and does not exceed 40% of their income.
- Should calculations reflect the Tenant's Share of rent to exceed 40% of their income, the LL will be contacted by the caseworker. LEXINGTON HOUSING AUTHORITY.

- Upon the Tenant's Share of the rent being determined affordable, the process moves forward to Rent Reasonable Determination (RRD). The RRD is conducted by the Housing Search Specialist to ensure that the requested Contract Rent is reasonable compared to rents for similar unassisted units in the marketplace and reasonable compared to similar units on the premises. In the event of any discrepancies, the L would be contacted.

Unit Inspection

The inspector will coordinate with the perspective landlord directly to schedule inspections usually via email.

- Upon the Contract Rent and Tenant's Share of the rent being approved as affordable and reasonable, the unit requested for lease up must then be scheduled for and pass an inspection prior to the prospective tenant's move in and lease update.
- All inspections are conducted by Lexington Housing's in-house inspector, Sean Monahan, who will contact the LL with a tentative date & time for the inspection. The LL must either respond to Sean to confirm the date and time or suggest an alternate date and time in order for the appointment to be booked.
- On the date and time of the scheduled inspection:
 - o The LL or a representative (18 years or older) must be present to allow the inspector access to the unit.
- The unit must be completely empty of any previous tenant's belongings
- All utilities must be on and in working order
- Smoke and Carbon Monoxide detectors must be installed and functioning
- There must be NO garbage or hazardous debris in yard; damaged / rotting stairs; missing / loose handrails
- There must be NO chipping / peeling paint; holes in walls / ceilings; presence of mold / mildew / infestation
- There must be NO exposed wires; non-working outlets; leaking pipes; clogged drains; non-working stove
- Interior, exterior, plumbing, electrical, heating, window and floor violations will result in a failed inspection

*It is highly recommended that the LL perform a pre-inspection of the unit using the "Guide to Housing Quality Standards (HQS) Requirements", which is listed on Lexington Housing's website at lexingtonhousing.org. Any deficiencies should be corrected prior to the scheduled inspection in order for the unit to pass the initial inspection.

*Should the unit fail the initial inspection, the deficiencies indicated must be corrected and the unit must then be scheduled to pass a re-inspection, which may take up to two weeks depending on the inspector's schedule. This will further delay the lease up process.

Final Process for Lease up

- Once the unit passes inspection, the LL and tenant will be contacted by the Housing Search Specialist to confirm the date of move-in.
- The Leasing officer will finalize the process by entering the necessary information into the system and by preparing the Lease if applicable and Housing Assistance Payment Contract for signatures.
- The Leasing Officer will contact both the LL and tenant to coordinate the signing of the final documents and provide each party with copies of the documents