



RENTON HOUSING AUTHORITY

P.O. Box 2316 • Renton, WA 98056-0316
Office 425/226-1850 • Fax 425/271-8319



TDD 425/255-8373

STEPS TO EXECUTE SECTION 8 RENTAL ASSISTANCE UNDER THE HOUSING CHOICE VOUCHER PROGRAM

The Renton Housing Authority (RHA) Section 8 applicant waitlist is opened and closed depending on the availability of Housing Choice Vouchers. The Section 8 waitlist is presently closed with approximately 1,000 families on the list to be served.

1. Once selected from the waitlist or when transferring (known as “Porting-in”) from another housing authority’s jurisdiction, the **family completes an RHA Section 8 Program Participant Information Form** and completes the accompanying items including: *Personal Declaration, Release of Information for Public Housing, Request for State Patrol Criminal History Background Check* and *HUD Things You Should Know*.
2. Upon receipt of the completed Participant Information packet, RHA will generate a preliminary *Information Worksheet for Housing Choice Voucher* that establishes the rental limit for the household and the corresponding estimated Housing Assistance Payment (HAP) subsidy. According to their eligibility RHA will issue the family a Voucher for rental assistance. The family has a maximum of 120 days after issuance to complete their housing search and lease a program-qualified unit.
3. The family finds a rental unit and is approved for occupancy by the landlord. The **family and landlord** collaborate in **completing the Request for Tenancy Approval packet** that includes: *Request For Tenancy Approval form HUD-52517, Landlord Certification, Unit Owner’s IRS form W-9, Owner Signature Authority form, Lead-Based Paint Notice, Lead-Based Paint Disclosure Statement, Smoke Detection Device Notice* and *Tenancy Addendum*.
4. The **family submits the completed Request for Tenancy Approval packet**. RHA finalizes the calculations on the Information Worksheet for Housing Choice Voucher to determine if the requested unit is within the affordability guidelines for the family. If the answer is “Yes” a Housing Quality Standards (HQS form HUD-52580) inspection will be scheduled by RHA. If “No” rent must be renegotiated or an alternative unit found and Request packet submitted.
5. After the **unit passes HQS, is declared Rent Reasonable**, and the landlord and new tenant **enter into a lease agreement**, give a **signed copy of the lease to RHA** with the *Tenancy Addendum HUD-52641-A* attached, the **HAP contract will be drafted for the landlord’s signature**. Note: The term of the HAP contract and lease agreement must each, by regulation, include the exact same set of post unit-approval dates.
6. Rental assistance **may begin when the HAP is executed**. The assistance check will be sent to the landlord on the first of each subsequent month. The initial check for the first month is generally issued by the tenth business day. If the family moves in before the unit passes inspection and the HAP is executed **the family is responsible for the full rent payment**.