

NOTICE TO LANDLORDS

1. **It is the owner's responsibility to screen applicants prior to approval to lease. The screening process may include credit and criminal reports, previous landlord references and home visits.**
2. **Request for Tenancy Approval (RFTA) must be completed in their entirety. The type of utility must be indicated, whether gas, electric, oil, and etc., and who is going to "provide" and who will "pay" for the utility. In addition, it is now MANDATORY that you now complete the "DATE UNIT BUILT" section.**
3. **Owners should use their own lease and this should be the same as that used for unassisted tenants. In order for the lease to meet HUD guidelines, at a minimum, the following information is required:**
 - a. **Names of Lessor (owner) and Lessee (tenant)**
 - b. **Unit address**
 - c. **Term of the lease and subsequent provisions for renewal after the end of the initial term**
 - d. **Amount of monthly rent to owner**
 - e. **Specification of what utilities and appliances the owner will provide and what are tenant's responsibilities**
4. **Units must pass inspection before housing subsidy can begin. No payments can be made on a unit that does not pass HQS.**
5. **GHA should be copied on all correspondence with the tenant, especially those relating to tenant damage or non-payment of rent.**
6. **Request for rent increases should be submitted in writing at least 60 days prior to the tenant's anniversary date and tenants should agree to a rent increase prior to submission to GHA.**