



Dallas Housing Authority

3939 N. Hampton Rd., Dallas, TX 75212 | Phone: 214.951.8300 | Fax: 214.951.8800 | www.dhadal.com



HOUSING VOUCHER PROGRAMS

A PROPERTY OWNER'S GUIDE TO HVP LEASE-UP

Request for Tenancy Approval Packets will be accepted only on the following days and times and at the following location:

Monday-Thursday 8:00a.m.-4:30p.m. and Friday 8:00a.m.-11:00a.m.

Office Location: 2575 Lone Star Dr., Dallas, TX 75212

Note: Sign language interpreters and TTY are available with 72 hours advance notice. Families with disabilities requesting interpreters or other auxiliary aid accommodations may call the Section 504/ADA Coordinator at (214) 951-8348 to schedule interpreters. The family may also contact the 504/ADA Coordinator for any other disability-related needs at the Dallas Housing Authority, at 3939 North Hampton Road, Dallas, Texas 75212, 504ADA@dhadal.com, or 214-951-8348.

THE DALLAS HOUSING AUTHORITY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, DISABILITY, FAMILIAL STATUS, OR AGE

The Dallas Housing Authority's areas of operation include the following seven (7) counties:
Collin, Dallas, Denton, Ellis, Kaufman, Rockwall & Tarrant



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Property Owner/Manager:

Thank you for your interest in leasing to a Housing Voucher Program (HVP) participant. Once you have determined that a participant is a suitable candidate to lease from you, please follow the following steps to determine whether he/she will be eligible to receive subsidized assistance at your unit:

Step 1: Return RFTA Packet to Dallas Housing Authority

You must complete the following documents from the attached Request for Tenancy Approval (RFTA) Packet:

- (1) Request for Tenancy Approval
 - Box 8 “Date Unit Available for Inspection” should have a date within 10 calendar days from the day this RFTA is submitted to Dallas Housing Authority.
 - Must be signed by both the owner and the HVP client.
 - If you list the unit as “all bill paid”, you will not be able to change this during the term of the HAP Contract. In addition, all utility bills must remain in your name and a copy of the utility bill(s) must be attached with the RFTA packet.
- (2) Certification of Additional Amenities
- (3) Acknowledgement of Rent Responsibility
- (4) Completed IRS W-9 for Property Owner(s) and Agent (if applicable) (Must contain physical address; P.O. Box is not acceptable)
- (5) Lead-based Paint Disclosure
- (6) Vendor Number Verification form
- (7) Direct Deposit Sign-Up (with voided check attached) **NOTE:** If your property is owned by more than one person, the account must also reflect the individuals named on the Warranty Deed.
- (8) Vacate Notice: The completion of this form is the responsibility of the participant but must be attached to the RFTA packet when submitted (only if the participant’s previous unit is currently subsidized by DHA) to DHA.

In addition, you must provide the following documents that are not found in the RFTA Packet:

- (1) Proposed Tenant Lease Agreement (all pages)
 - Does not need to be signed or have an effective date.
 - Must include all occupants, the proposed rental amount, a completed utility section showing which utilities will be paid by the owner and the tenant, and any attachments or addenda.
 - Please note that you must actually use the lease approved by the DHA or you will be violating Federal law and regulations.
- (2) Warranty Deed, filed and recorded - all pages (Further Instructions Attached):
Deeds that are secured by a Trustee must have the following:
A notarized letter (on letterhead/and the original) from the Trustee noted on the deed with the following information:
 1. Trustee must give Grantee full responsibility to act on his behalf,
 2. If he/she is requiring to be notified with any paperwork, and



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3. Trustee must state that he/she is aware that DHA will be making payments to the Grantee OR how he/she wants payments to be made.

NOTE: If none of the above information can be provided, the account will be set up in the name of the Trustee.

- (3) Proof of Owner's Social Security number or EIN number (Must be Signed)
- (4) Management Agreement (if applicable)
 - Proof of Property Management's Social Security or EIN number (in addition to the owner's) (Must be Signed)
 - Copy of Valid Government issued photo Identification
- (5) Proof of current payment of all property taxes (paid property tax records may be accessed online)

All of the documents listed above must be returned to the Dallas Housing Authority before the client's voucher expires. Please note that the name and EIN/Social Security number listed on the owner's W-9 must match the warranty deed. When the RFTA Packet and the other documents listed above are returned, DHA staff will review them for completeness and accuracy. If the contents of the packet are not complete or not consistent, the packet will not be accepted (a sample receipt is attached). If the documents have been completed correctly, the inspection department will contact you to schedule an inspection within 10-15 business days. If you still reside in the unit, then DHA will not be able to perform the inspection.

NOTE:

1. If you are returning a completed RFTA packet to DHA, you must also have the client's original Voucher in order for the packet to be accepted. It is recommended but not required that the tenant accompany when submitting the RFTA packet.
2. If you are NOT a current landlord with DHA, there is an additional approval process that must take place before the RFTA packet is forwarded to the Inspections Department.

Step 2: Prepare the Unit for Inspection

The unit that you identify in the enclosed RFTA Packet will be inspected to ensure that it meets the federal standards for subsidized units on the Housing Voucher Program. Your unit must pass this inspection, known as the Housing Quality Standard (HQS) Inspection, before the Authority can execute a Housing Assistance Payment (HAP) Contract with you. Below please refer to the "The Top Reasons Why Units Fail HQS Inspection" as a guide to ensure that your unit is ready for the HQS inspection.

THE TOP REASONS WHY UNITS FAIL HQS INSPECTION

Owners should pay particular attention to the following items when preparing their units for inspection. Use of this document will help you pass the HQS Inspection

Windows

- Severe deterioration or windows allowing drafts and weather inside the unit.



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- Broken and missing windowpanes or boarded up windows.
- No window in the living room.
- The bedroom doesn't have at least one window that opens.
- Bathroom does not have either a working vent fan or a window that opens.
- No locks on 1st floor windows or other windows accessible from the ground.

Doors

- Lack of weather-stripping.
- Inoperable locks or locks installed that require a key to open from the inside, including security doors.
- Doors that do not close properly preventing the lock from working.

Walls and Ceilings

- Bulging plaster or wallboard, damp plaster from leaks, holes.

Paint (units built before 1978 and occupied by child under age 6)

- Peeling, chipping, flaking, chalking paint on any painted surface in unit, common areas or exterior.
- Rotting or deteriorated substrate under painted surface.

Electricity

- Outlets and overhead/wall mounted fixtures that do not work or were improperly installed.
- Missing covers on outlets and switches. Exposed, cracked, frayed wiring or wiring not properly secured.
- Electrical boxes missing knockouts or open spaces in boxes without breakers or blanks.
- Utilities are not turned on.

Safety

- Unit lacks an operable smoke detector in one or more sleeping room or other required spaces, such as common areas.
- Presence of gas leaks or fumes.

Floors, Decks, Porches and Exteriors

- Holes in floors allowing drafts or entry by vermin.
- Tripping hazards, such as protruding nails or holes in carpets.
- Roof leaks.
- Fences or garages that are unsound and have safety hazards.

Plumbing Leaks

- Leaking faucets, toilets, or fixture drain pipes.

Appliances

- Missing appliances that are listed as "provided by owner" in the lease.



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- Stoves and refrigerators that do not work or are missing manual shut off for gas range.
- Stove burners that do not work or have missing knobs.
- Oven not working or oven door not closing properly.

Handrails and Guardrails

- No handrails on steps with 4" or more risers.
- No guardrails around decks or porches that are 30" or more inches off ground level.

Water Heaters and Heating Equipment

- No pressure relief valve or no discharge line within 6" of ground on the hot water heater. No manual shut off valves on heating and hot water equipment fired by fuel.
- No external venting for water heating fired by fuel.

General

- Some fixtures or facilities within the unit are not clean.
- Trash and/or debris in yard or premises.
- No screens on windows and doors when refrigerated air is not available.
- A dwelling that has a detached garage or storage that is not available for the occupant's use.
- Unit is not available for the client to move-in, occupied by the landlord, and/or includes items that belong to the landlord or previous tenant.

Step 3: Wait for the HAP Contract

If your unit passes the HQS inspection, the proposed rent that you listed on Box 6 of the RFTA will be reviewed by the Authority's Landlord Services Department for rent reasonableness. You may be contacted by DHA staff to resolve any discrepancies related to the rent amount. After the appropriate rent amount is established, the participant's Occupancy Technician will contact you to arrange for the execution of the HAP Contract.

Step 4: Allow the Client to Move In

The Authority will not make HAP (Housing Assistance Payments) Contracts retroactive. You should not allow a client to move-in before you have an executed a HAP Contract with the Dallas Housing Authority. If you allow a client to move in on the date your unit passes inspection, or any other date before the HAP contract is executed, the client will be responsible for the full rent. On the effective date of your executed HAP contract and lease agreement (dates and household members must match), you should allow the client to move into the unit. You will receive your first HAP payment within 30-45 days of the execution of your HAP Contract, retroactive to the beginning of the contract. All subsequent deposits to the account you select will be made on, or around, the 1st business day of each month.



New Vendor Acceptable/Unacceptable Documents

Below is a list of acceptable/unacceptable documents that have been updated based on what can and cannot be accepted by the Property Owner/Agent. Keep in mind that some documents may be handled on a case by case basis.

The following documents have been deemed acceptable:

- Special Warranty Deed
- General Warranty Deed
- Warranty Deed

If Deed is dual ownership (owned by two or more individuals), agreements MUST be signed by both (all) parties.

The following documents should be accompanied by a “Hold Harmless” Letter:

- Gift Deed
- Trustee’s Deed
- Deed in Lieu of Foreclosure
- Quit Claim Deed
- Sherriff’s Deed
- Tax Sale Deed
- Any Court Order (divorce decree, judgment, bankruptcy trustee’s order, turnover order, etc.)
- Muniment of Title
- Assessment Deed
- Ground Lease

All pages of the documents listed above **MUST** be provided and show that they are *official* and have been recorded in the Real Property Records of the County where the property is located. Remember that a W-9 and proof of TAX ID **MUST** be provided for all individuals and companies listed as an owner on the Deed and must also match the direct deposit information provided.

The following documents are required for Deeds that are secured by a Trustee:

A notarized letter (on letterhead/and the original) from the Trustee noted on the deed with the following information:

1. Trustee must give Grantee full responsibility to act on his behalf,
2. if he/she is requiring to be notified with any paperwork, and
3. Trustee must state that he/she is aware that DHA will be making payments to the Grantee OR how he/she wants payments to be made.



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NOTE: If none of the above information can be provided, we will need the account set up in the name of the Trustee.

The following items have been deemed unacceptable:

- Mortgage
- Deed of Trust
- Promissory Note
- Power of Attorney (please verify this document with Finance)
- Contract for Deed
- Release of Lien
- Title Commitment
- Title Policy
- Property Appraisal
- Management Agreement (if used only as proof of ownership)
- Assignment of Rents

In addition to the proof of ownership, the following information MUST also be provided:

Proof of TAX ID for both the owner(s) and Agent (if applicable):

- Social Security Card
- Valid/Authentic print out from the Social Security Administration
- IRS Letter (with EIN#)
- Most recent tax return (signed)

- **Valid Government Issued ID**
- W-9 for each person listed on Deed
- W-9 for Agent (if applicable)
- Management Agreement between Owner(s) and Agent (if applicable)
- Request for Vendor Number form
- Direct Deposit Set-up Form (with VOIDED check attached)- the name(s) listed on the check must match the names listed on Deed or assigned Payee.

NOTE: Management Agreement is required to setup/request payments to Agent. If Deed is dual ownership, agreement MUST be signed by both parties.