

## How to Become a Participating Landlord with The Kansas City Kansas Housing Authority

When a family is eligible for assistance, they will receive a Voucher and begin their search for a suitable unit.

1. **Advertise** available property free of charge with the Housing Authority. If you advertise your property through a newspaper or alternative source, it may be helpful to describe that “vouchers are welcome” or “we accept Section 8 vouchers”. Once your property is listed, it is your responsibility to legally screen applicants for suitability.
2. **RFTA** – After the owner/agent approves the family, both parties will complete the Request for Tenancy Approval (RFTA). Both parties should sign and date all forms where indicated. The Request for Tenancy Approval should then be returned to the Section 8 office promptly by the owner or participant. The Section 8 staff will review the signed Request for Tenancy.
3. **Ensure all property taxes are current.** The property taxes include any properties, both commercial and residential, within Wyandotte County that are under the name of the owner. If the property is owned by a business, such as a Limited Liability Corporation (LLC), all taxes under the business’ name as well as the names of its members need to be current.
4. **Submit necessary paperwork.** A copy of your generalized lease agreement, a copy of the deed to the property, and if applicable a copy of the property manager agreement outlining members of the corporation that is owned by a business such as an LLC.
5. **An inspection will be scheduled on the available unit.** All units must pass a Housing Quality Standard (HQS) inspection in order to qualify for the program. A call to set up a date and time for inspection will be made. To conduct a proper inspection the unit should be move in ready with utilities turned on. The Inspector will notify the owner/agent of the pass/fail status of the inspection. The Inspector may conduct a physical re-check or re-inspection limited to the unit's failed inspection items. Once the unit passes the HQS inspection, a final rent offer will be made. Upon acceptance, a move-in date will be established.
6. **The Housing Authority will then prepare the Housing Assistance Payment (HAP) contract.** The contract is signed by the owner/agent and the Housing Authority. The monthly HAP payments will begin. KCKHA will make the initial HAP payment and continue to make monthly payments as long as all parties continue to meet program criteria.