

REQUEST FOR TENANCY APPROVAL INSTRUCTIONS

Welcome to the Kansas City, Kansas Housing Choice Voucher (HCV) Section 8 Program!

Note: The family should not move into the unit until all the following occur:

Start RTA Submission Must be submitted before the expiration date of the family's voucher Owner/Agent or Voucher Holder submits The Rquest for Tenancy Approval form to the Housing Authority. Failure to submit a correct and complete RTA, will result in delays.

Fax to 913-279-3477, Email to sbrown@kckha.org, or deliver in person to the HCV office.

Step 1 RTA Processing

HCV staff will review ownership, management authorization; taxes are current & family affordability.

Step 2 Scheduling Inspection

Owner/agent will receive a call with a scheduled date and time. Owner/agent must be present at time of inspection.

Step 3 Conducting Inspection

An inspection will be conducted according to Housing Quality Standards. The unit must be unoccupied and rent-ready with all utilities turned on by owner/agent. The unit must pass the inspection for approval.

Step 4 Determining Rent

HCV staff will review the rent requested to ensure it is reasonable by comparability to other units in the area. HCV staff will contact the owner/agent to inform if the rent is acceptable or if the rent requested is not acceptable.

Step 5 Unit Approval

The unit is approved once the unit passes inspection, and the rent offer is accepted. The owner/agent is required to execute a lease with the prospective tenant. *KCKHA will only accept leases where the lease effective date is either the 1st or the 16th of the month.*

Step 6 Housing Assistance Payment Contract

Once the HCV office receives a copy of the lease a HAP Contract will be prepared for the Landlord and the Housing Authority to sign.

Finish HAP Payment

Housing Assistance Payments for the first month may be prorated for a partial month based on a lease execution of the 16th of the month. All other payments will be for a full month beginning on the first of the following month. All HAP payments will be issued via direct deposit only, and are processed on a monthly basis.

If you should need assistance please contact the HCV/Section 8 office at (913) 279-3473.