

TENANT NAME:

LAST 4 DIGITS OF SSN:

Request for Tenancy Approval (RTA) Part I: Owner/Landlord Instructions

Housing Choice Voucher (HCV) program owners / landlords must complete the following steps when leasing a unit to an HCV program client:

- 1. Please complete all of the required fields and documents in this packet.** Once you have completed your portion, the packet will be emailed to your prospective tenant.
- 2.** Once the prospective tenant has completed their section and Opportunity Home San Antonio receives the packet, Opportunity Home will send you Part II, which will require you to submit financial information, including the following:
 - a.** You will be required to complete the IRS W-9 Form and submit **Verification of Tax ID** (SSN, TIN and EIN).
 - b.** You must also complete the **Direct Deposit Authorization** form as Opportunity Home makes all payments through direct deposit.
 - c.** The following supporting documents will need to be provided in this section:
 - i.** Social Security Card or Employer identification Number.
 - ii.** If the unit is co-owned, a letter of authorization to lease under the HCV program, signed by owner and co-owner.
 - iii.** If the unit is not a part of an apartment complex with 4 or more units, a copy of the most current management agreement, affidavit, notarized statement, or power of attorney specifying the designee(s) and signed by the owner.
 - iv.** If payments are to be made to someone other than the owner (i.e., Property Manager), a separate W-9 must be completed for that individual.
 - v.** A voided check for direct deposit verification purposes.
- 3.** Opportunity Home staff will approve or deny your request once Part I and Part II are completed and received by Opportunity Home. **Please allow 7-10 business days for staff to review your packet.**
 - a.** If approved, Opportunity Home's Inspection Team will contact you to schedule the inspection.
 - b.** If denied, Opportunity Home will contact you with the next steps.

Online RTA Packet Information

What documents to expect in the online Request for Tenancy Approval (RTA) packet:

Part I

1. **Request for Tenancy Approval (RTA):** This form is required by the U.S. Department of Housing and Urban Development (HUD) and must be completed by the landlord and signed by the landlord and the head of household (Form HUD-52517).
2. **Acknowledgement of Lease Requirements:** This form requests confirmation from both the landlord and the head of household that the lease meets Opportunity Home's requirements. This document will require the landlord to attach a copy of the lease **signed only by the prospective tenant**.
3. **Tenancy Addendum:** This form is required by HUD to be attached to the client's lease (HUD-52641-A).
4. **Lead-Based Paint Disclosure:** Landlords must complete and sign this form for properties built before 1978. Required by 24 CFR 35.92(b).
5. **Owner Certification Form:** This Opportunity Home form certifies legal ownership of the property and understanding of owner responsibilities in the HCV Program.

Part II

6. **W-9:** A separate W-9 form must be completed for the owner and the Housing Assistance Payments (HAP) Payee if payments are to be made to someone other than the owner (i.e., Property Manager).
7. **Direct Deposit Authorization:** This form will require you to attach a voided check so that Housing Assistance Payments can be directly deposited. If your direct deposit information has changed, please contact **Landlords@homesa.org**.

For your convenience, deposit summaries, caseworker contact information and other unit information can be found on the Landlord Corner online at bit.ly/LLCorner.

*If you have any questions or need to make a change, please contact Opportunity Home's Landlord Liaison at **Landlords@homesa.org** or 210.477.6033.

Request for Tenancy Approval - Tenant Instructions

1. **Complete all of the required fields and documents in this packet within three business days of the date you receive the email.**
2. Once you have completed your portion, Opportunity Home will send Part II of this packet to the landlord to receive their financial information.
3. Opportunity Home will approve or deny your request after Part II is completed from the landlord. **Please allow 7-10 business days for staff to review your packet.** If approved, Opportunity Home's Inspection Team will contact the landlord to schedule the inspection. If denied, Opportunity Home will contact you with the next steps.
4. Once the unit passes inspection, Opportunity Home will execute the Housing Assistance Payment Contract with the landlord. **Please note that you will be responsible for the full rent amount if you move into the unit prior to the date that it passes Opportunity Home's inspection.**

Many of our forms, such as those listed below, are available for download online at homesa.org/resources.

- Change of Income Packet
- Change of Family Composition Packet (Add/Remove a Family Member From Household)
- Request to Move
- Moving Packet (Owner & Participant)
- Recertification Packet
- Agency Referral Listing
- And More!

*If you have any questions, please contact our Customer Service line at 210.477.6000.

Submit a Request for Tenancy Approval (RTA)

Thank you for partnering with Opportunity Home San Antonio!

PART ONE:

Please answer the following questions. Based on your answers, you will be directed to the forms you need to complete and to the required attachment fields.

Was your property built before 1978?

☐ Yes

☐ No

Do you manage an apartment complex with four (4) or more units?

☐ Yes

☐ No

Is this your first time working with Opportunity Home (formerly SAHA)?

☐ Yes

☐ No

Is the potential lessee a Veterans Affairs Supportive Housing (VASH) program participant?

☐ Yes

☐ No

If requesting a special housing type, please select the appropriate type below.

☐ Single Room Occupancy

☐ Congregate Housing

☐ Shared Housing

☐ Cooperative Housing

☐ Not requesting a special housing type

Request for Tenancy Approval

Housing Choice Voucher Program

U.S Department of Housing and
Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
exp. 04/30/2026

When the participant selects a unit, the owner of the unit completes this form to provide the PHA with information about the unit. The information is used to determine if the unit is eligible for rental assistance.

1. Name of Public Housing Agency (PHA)			2. Address of Unit (street address, unit #, city, state, zip code)		
3. Requested Lease Start Date	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt	8. Date Unit Available for Inspection
9. Structure Type ☐ Single Family Detached (one family under one roof) ☐ Semi-Detached (duplex, attached on one side) ☐ Rowhouse/Townhouse (attached on two sides) ☐ Low-rise apartment building (4 stories or fewer) ☐ High-rise apartment building (5+ stories) ☐ Manufactured Home (mobile home)			10. If this unit is subsidized, indicate type of subsidy: ☐ Section 202 ☐ Section 221(d)(3)(BMIR) ☐ Tax Credit ☐ HOME ☐ Section 236 (insured or uninsured) ☐ Section 515 Rural Development ☐ Other (Describe Other Subsidy, including any state or local subsidy) _____		

11. Utilities and Appliances

The owner shall provide or pay for the utilities/appliances indicated below by an "O". The tenant shall provide or pay for the utilities/appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and provide the refrigerator and range/microwave.

Item	Specify fuel type	Paid by
Heating	☐ Natural gas ☐ Bottled gas ☐ Electric ☐ Heat Pump ☐ Oil ☐ Other	
Cooking	☐ Natural gas ☐ Bottled gas ☐ Electric ☐ Other	
Water Heating	☐ Natural gas ☐ Bottled gas ☐ Electric ☐ Oil ☐ Other	
Other Electric		
Water		
Sewer		
Trash Collection		
Air Conditioning		
Other (specify)		
		Provided by
Refrigerator		
Range/Microwave		

12. Owner's Certifications

- a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.

Address and unit number	Date Rented	Rental Amount
1.		
2.		
3.		

- b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

c. Check one of the following:

- ☐ Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.
- ☐ The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.
- ☐ A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. The PHA has not screened the family's behavior or suitability for tenancy. Such screening is the owner's responsibility.

14. The owner's lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family if the unit is not approved.

OMB Burden Statement: The public reporting burden for this information collection is estimated to be 0.5 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Collection of information about the unit features, owner name, and tenant name is voluntary. The information sets provides the PHA with information required to approve tenancy. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Notice: The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by 24 CFR 982.302. The form provides the PHA with information required to approve tenancy. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. § 3729, 3802).

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Owner/Owner Representative Signature		Head of Household Signature	
Business Address		Present Address	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)

Acknowledgement of Lease Requirements

Owner Instructions: By initialing below, you are acknowledging as the property owner / manager that Opportunity Home San Antonio's lease requirements will be addressed and included in the lease executed with the tenant. Please attach a copy of the lease, **signed only by the tenant**, for them to view before they initial this document. Please note that information on the RTA and Lease needs to match or this process may be delayed.

Tenant Instructions: Please review the attached copy of the Lease before initialing below.

Owner Initials	Tenant Initials	Lease Requirements
		Accurate Tenancy Information - Tenant's Name - Name of all persons to reside in the unit, including name of live-in aide (if applicable) - Owner's Name and Management Agent's Name (if applicable) - Correct Address of Unit - Security Deposit amount collected and any extra fees to the tenant such as late payment fees - Party responsible for utilities and appliances
		HUD Tenancy Addendum (HUD-52641-A) The HUD Tenancy Addendum must be attached to the tenant copy of the lease. To obtain a copy of the HUD Tenancy Addendum, please visit the link below:
		Lead Warning Statement and Disclosure Information (24 CFR 35.92(b)) A Lead Warning Statement and acknowledgement of any lead-based paint and/or lead-based paint hazards must be included in the lease. See Opportunity Home's Lead-Based Paint Disclosure Form.
		Drug-Related Criminal Activity Clause A provision must be included in the lease stating that drug-related criminal activity engaged in by the tenant, any household member, any guest on or near the premises, or any person under the tenant's control on the premises is grounds for termination of tenancy.

By signing below, I acknowledge that the above requirements must be addressed and included in the lease:

_____ Owner/Owner Representative Signature	_____ Date
_____ Tenant Signature	_____ Date

Lead-Based Paint Disclosure

IMPORTANT: Landlords Must Complete This Form For Properties Built Before 1978

Lead-Based Paint Warning Statement

Housing units built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, Lessor must disclose the presence of known lead-based paint and/or lead hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

Presence of lead-based paint and/or lead-based paint hazards (Check One)

☐ Known lead-based paint and/or lead-based paint hazards are present in the housing unit (explain): _____

☐ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing unit.

Records and reports available to the Lessor (Check One)

☐ Lessor has provided the Lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing unit. List documents: _____

☐ Lessor has no reports or records related to lead-based and/or lead-based paint hazards in the housing units.

Lead Warning Statement included in contract or lease (Check One)

☐ The contract/lease contains Lead Warning Statement and Lessor has complied with all notification requirements

☐ The contract/lease does not contain the Lead Warning Statement

Lessee's Acknowledgement

Did the Lessor complete the top half of this form? ☐ Yes ☐ No

Receipt of Information (Please Initial Both Lines)

☐ Lessee has received copies of all information listed above _____

☐ Lessee has received the pamphlet "Protect Your Family from Lead in Your Home" _____

Knowledge of elevated blood levels (Check One)

☐ Lessee has no knowledge of elevated blood levels in any of his or her children.

☐ Lessee has knowledge of elevated blood levels in his or children.

If so, please specify: _____

Owner / Agent's Acknowledgement

Agent has informed the Lessor of Lessor's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

Owner / Owner Representative Signature

Date

Tenant's Certification of Accuracy

I have reviewed the information above and certify, to the best of my knowledge, that the information provided above is true and accurate.

Head of Household Signature

Date

Owner Certification Form

Owner/Manager Information (Please Print)

Owner Name

Date

Managing Company

Manager Name

Payee

Assisted Unit Address

City

State

Zip

Email Address for Authorized Signer of HAP Contract

Owner Obligations

Owner's Initials	1. Ownership of Assisted Unit - I certify that I am the legal or the legally-designated agent for the above referenced unit, and that the prospective Tenant ("Participant" has no ownership interest in this dwelling unit whatsoever. - Unless Opportunity Home had previously approved a Reasonable Accommodation for a family member who is a person with disabilities, I certify I am not related to the Participant.
Owner's Initials	2. Proof of Ownership - I understand that I must provide Opportunity Home with a copy of the Bexar Appraisal District Property Information or a copy of the recorded deed. - I understand that if I am the managing agent/property manager, I must provide Opportunity Home with a management agreement form. Opportunity Home accepts forms from the Texas Association of Realtors (TAR/TEC) and the San Antonio Board of Realtors (SABOR). Otherwise, I must provide a notarized management agreement form signed by the Owner.
Owner's Initials	3. Approved Residents of the Assisted Unit - I understand that the family members listed on the lease agreement as approved by Opportunity Home are the only individuals permitted to reside in the assisted unit. - I understand that I am not permitted to live in the unit while I am receiving Housing Assistance Payments (HAP) on behalf of the assisted family.
Owner's Initials	4. Housing Quality Standards - I understand that my obligations under the HAP Contract are aimed to ensure that the unit meets HUD's Housing Quality Standards (HQS) at all times during the term of the Contract. - I understand that the rent charged for the unit that is submitted to Opportunity Home is not approved until Opportunity Home determines the reasonableness of the proposed rent amount.
Owner's Initials	5. Participant Rent Payments - I understand that Opportunity Home determines the Participant's portion of the contract rent, and that it is illegal to charge any additional amounts for rent or any other item not specified in the lease that have not been specifically approved by Opportunity Home. - I understand that if I allow the family to move into the unit before passing an HQS inspection, the family will be responsible for the full contract rent during that time.

Owner's Initials	6. Reporting Vacancies and Evictions to Opportunity Home - I understand that if the unit is vacated, I am responsible for notifying Opportunity Home in writing immediately. - I understand that if I am awarded an eviction judgment against a Participant, I must provide a copy of the certified court judgment to Opportunity Home within 10 business days.
Owner's Initials	7. Enforcement of the Lease - I understand that I am responsible for enforcing the provisions in the lease. - I understand that I may report serious or repeated lease violations to Opportunity Home at any time.
Owner's Initials	8. Administrative and Criminal Actions for Intentional Violations I understand that failure to comply with the terms and responsibilities of the HAP contract is grounds for termination of participation in the assisted housing program. I understand that knowingly supplying false, incomplete, or inaccurate information is punishable under Federal or State Criminal law.
Owner's Initials	9. Utilities I understand that for my unit to qualify as all-bills-paid, the utilities must be under my name and not under the tenant's name.

Warning 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willfully makes or uses a document in writing containing false, fictitious or fraudulent statements or entries in any matter within the jurisdiction of a department or an agency of the United States shall be fined not more than \$10,000 or imprisoned for not more than five years or both.

By signing below, I certify that I have read and understand the provisions of the HAP Contract (HUD-52641) and the Owner obligations listed above.

_____ Owner/Owner Representative Signature	_____ Date
_____ Co-Owner Signature (If Applicable)	_____ Date