

REQUEST FOR UNIT APPROVAL (SCATTERED SITES)

INSTRUCTIONS:

Provide this form to the tenant identified below (“Tenant”) after intake is complete. This form should be completed by the Tenant and the landlord listed below (“Landlord”) to request the Subrecipient's approval of the unit for which the Tenant has elected to receive rental assistance (the “Unit”).

Landlord: Please read the Rental Assistance Payment Contract and information about Housing Habitability Standards provided in it. After the Tenant submits this request to the Subrecipient, a staff member will contact the Landlord to schedule an inspection of the Unit. The Subrecipient is not responsible for paying any part of the rent to the Landlord prior to its approval of the Unit and its execution of the Rental Assistance Payment Contract (“RAP”). Please attach a copy of your proposed lease to this form.

Tenant: With the Landlord, complete this form and return it to: _____

Type of Unit:

- Single Family
- Semi-detached/Row House
- Garden/Walk up
- Elevator/High Rise
- Mobile Home

Date Constructed: _____

Most recent rent charged: _____

Proposed rent: _____

UNIT ADDRESS: _____

Landlord Contact Information: _____

Were the same utilities/appliances included in the rent: Yes No **Insert Source of Utilities.**

Utility / Appliance Source: Oil Electric Gas Propane	Included in Rent	Paid by Tenant	Utility/ Appliance Source: Oil Electric Gas Propane	Included in Rent	Paid by Tenant
Heating - source:			Water Heating-source:		
Cooking - source:			Water		
Other Electric			Sewer		
Air Conditioning			Trash Collection		
Range/Microwave			Other		
Refrigerator			Other		

OWNER CERTIFICATION: By executing this request, the Landlord agrees and certifies that: (1) the information provided on the form is accurate and true; (2) the Unit is not assisted or covered by any other federally-funded rental subsidy contract; (3) the Unit currently meets the habitability standards set forth in 24 CFR 576.403(c) (the “Habitability Standards”) (or will be brought up to the Habitability Standards before the RAP is executed; and (4) the Unit is made available, managed, and operated regardless of race, color, creed, religion, sex, national origin, handicap, or familial status. In accordance with 18 U.S.C. §1001, the payment of fines and/or imprisonment may be required or repayment of any funds received by the Landlord pursuant to the RAP in the event that the Landlord provides false, incomplete or misleading information.

Tenant Name

Landlord Name

Type or Print name here

Type or Print name here

Signature

Date

Signature

Date