

REQUEST FOR UNIT APPROVAL

Issued On: _____

Expires On: _____ (60 days after "Issued" date)

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 ("RAP") and information about Housing Quality 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. Please attach a copy of your proposed lease to this form.

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

Do not sign a lease for the Unit until the Subrecipient has inspected and approved the Unit.

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:

Name: _____

Phone: _____

Email: _____

Are all the utilities/appliances below included in the rent: ☐ Yes ☐ No

If "no", please complete the following chart:

Utility/Appliance Inclusion Chart			
Utility/Appliance	Source (Gas, Electric, Propane, Oil)	Included in Rent (yes or no)	Paid by Tenant (yes or no)
Heating			
Cooking			
Water Heating			
Water			
Sewer			
Trash Collection			
Air Conditioning			
Range/Microwave			
Refrigerator			
Other:			

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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 Housing Quality Standards set forth in 24 CFR 576.403(c) (the "Housing Quality Standards") (or will be brought up to the Housing Quality Standards before the RAP is executed); and (4) the Unit is made available, managed, and operated regardless of race, color, creed, religion, sex, gender identity, 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 if the Landlord provides false, incomplete or misleading information.

Tenant Name:

Landlord Name:

Print Name Here

Print Name here

Signature

Date

Signature

Date