

RFTA guide for landlords

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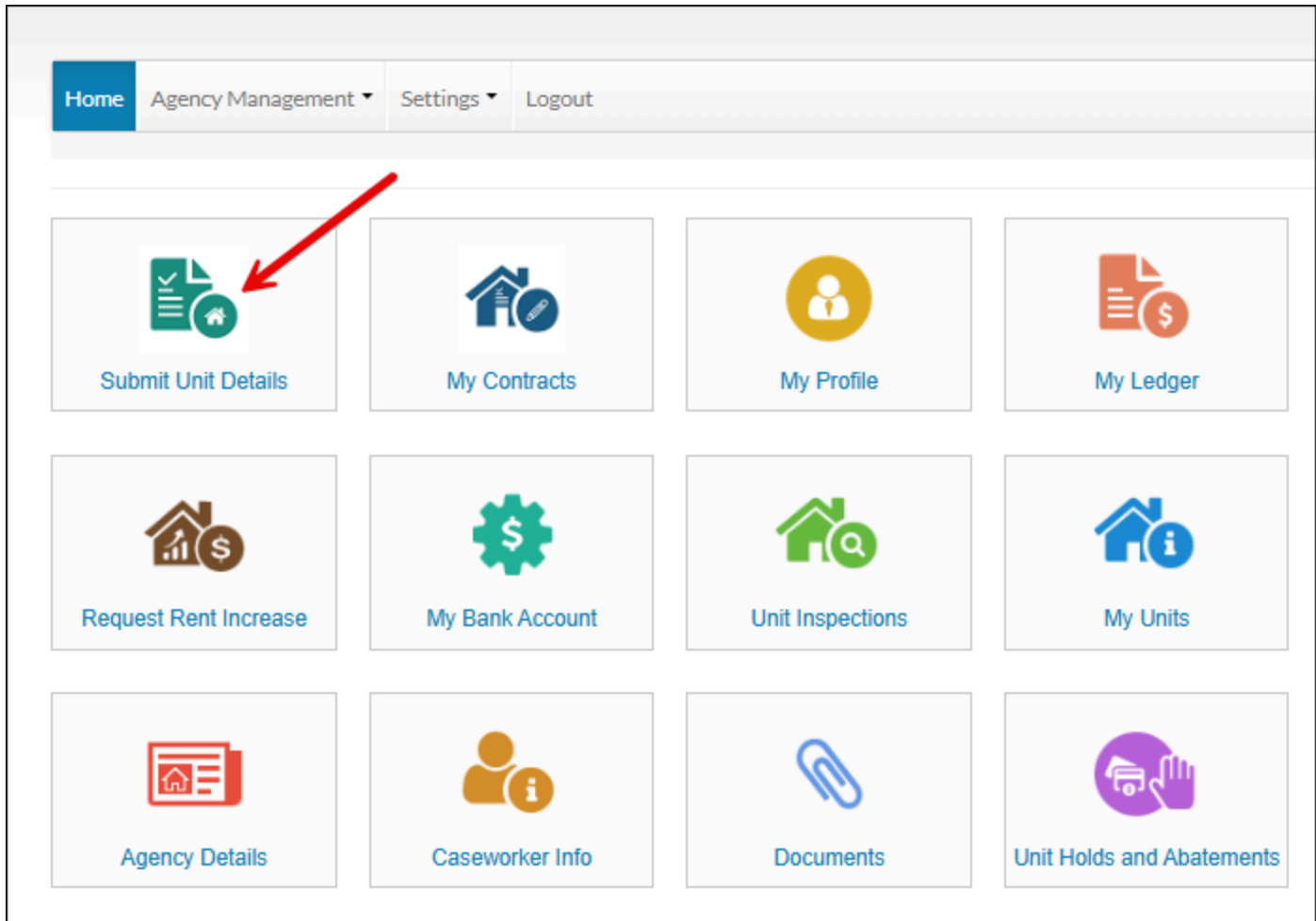
A family with a voucher wants to rent my unit. What do I have to do?

When a family wants to rent your unit using their voucher, you must first submit the unit approval form to our agency. This form, known as a Request for Tenancy Approval (RFTA), collects information about the unit, the proposed lease agreement, and the unit's owner to determine if the unit is eligible for rental assistance. Our agency must approve this form before you can receive subsidy payments on behalf of the family.

You can submit this form through the online portal. Go to the housing agency's landlord portal and follow the instructions on the screen to register and create an account.

You will need the family's voucher number to submit the form online. This number is listed on the family's voucher form. If you received an email invitation from the family, it is also listed on the email.

Once you log in to your account, click on the **Submit Unit Details** icon.



Click **Submit Unit Details**.

Submit Unit Details

When the family applies to rent your unit using their voucher, you must submit the unit details for agency approval*.

**You submit the unit details in the unit approval form, known as the RFTA (Request for Tenancy Approval). This form collects information about the unit to determine if it is eligible for rental assistance. The family must also sign the RFTA.*

Submit Unit Details 

In the field provided, enter the family's voucher number and click **Validate**.

oucher, you must submit the unit details for agency approval*.

Validate Voucher ✕

Enter Voucher Number:

Validate **Cancel**

Contract Pending Agency Signature

Click **Submit Unit Details**.


oucher, you must submit the unit details for agency approval*.

Validate Voucher ✕

Enter Voucher Number:

Validate **Cancel**

Voucher Details:
Voucher Bedroom Size: 1
Tenant Name: Lily Martin

Submit Unit Details 

Contract Pending Agency Signature

Follow the instructions on the screen to submit the unit approval form.

What happens after I submit the unit approval form?

Once you submit the unit approval form through the online portal, the family receives an email instructing them to sign the form. Once they sign, our agency will begin reviewing the information you submitted. As part of this review, we will schedule a physical inspection of the unit.

If the unit is approved, our agency will send you the housing assistance payment (HAP) contract for the unit. You must sign this contract in order to receive subsidy payments on behalf of the family. You can also sign the contract through the online portal.