

RFTA guide for applicants

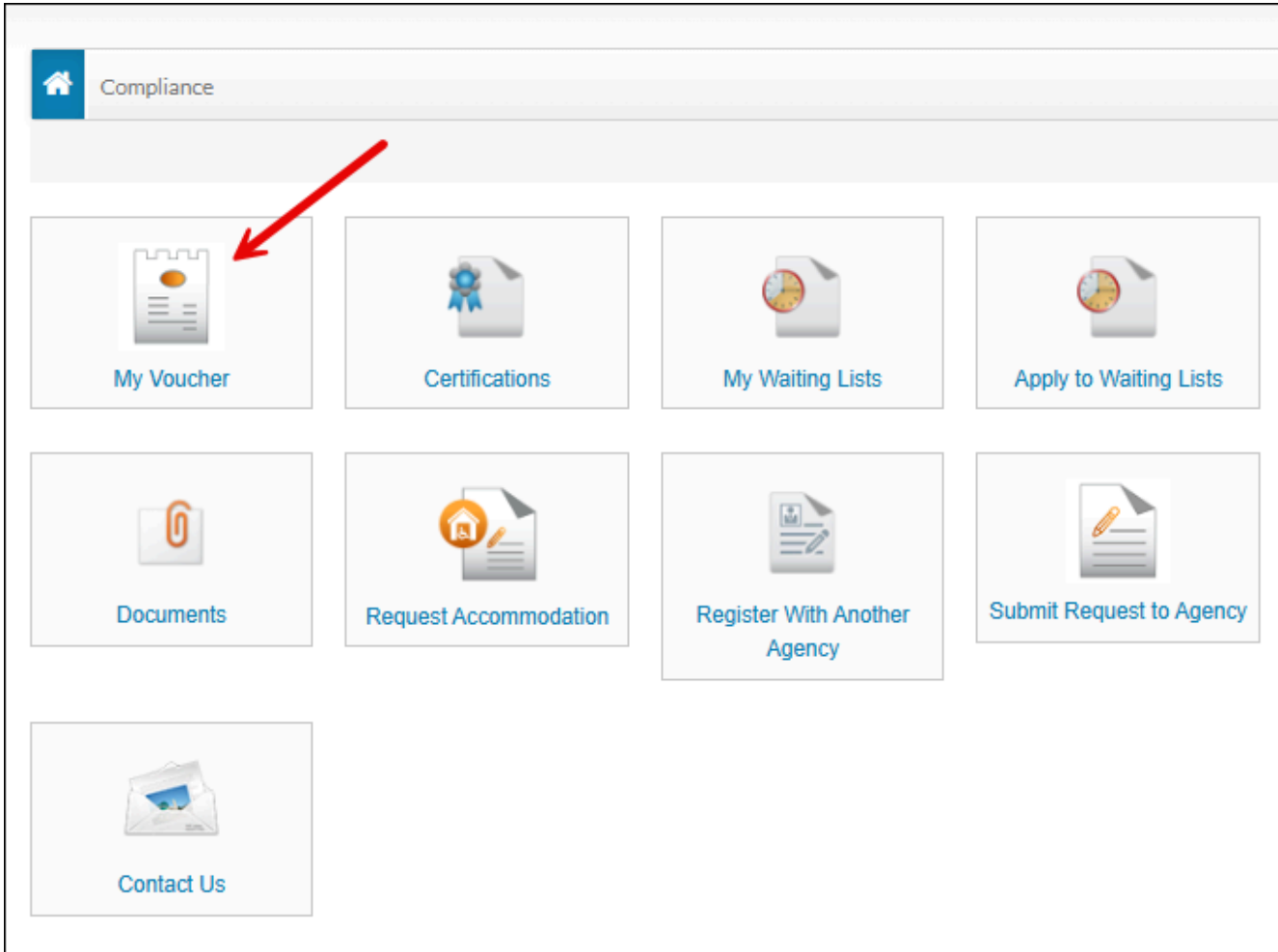
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I've been issued a voucher. How do I get started?

Before you can search for a unit, you must sign your voucher in the online portal. If you have not already registered for the portal, follow the instructions on the registration screen to create an account.

Once you log in, click **My Voucher**.



This opens the **My Voucher** screen. This screen shows information about your voucher, including the number of bedrooms allowed and the voucher's expiration date.

Click **Review and Sign**.

My Voucher

Complete the following steps to use your voucher:

1. Sign your voucher.
2. Search for a unit.
3. Invite the landlord to submit the unit approval form, known as the Request for Tenancy Approval (RFTA).
4. When the landlord submits the unit approval form, you must sign the form.

Voucher Number

1022-TT0009340-2424 Not Signed

1 Bedroom

Expiration Date: **9/23/2025**

Issued by

PHA Housing Authority

230 S Fairview Ave.

Goleta, CA 93117

Date Issued

5/26/2025

[Review and Sign](#)

On the **Sign and Submit** step, select **Click Here to Sign**. Once you sign your voucher, you can begin searching for a unit.

My Voucher

Application Progress

75%

[Language Selection](#)

[Instructional Video](#)

[Emergency Contact](#)

[Sign and Submit](#)

*Denotes a required field

Sign and Submit

You must sign your voucher.

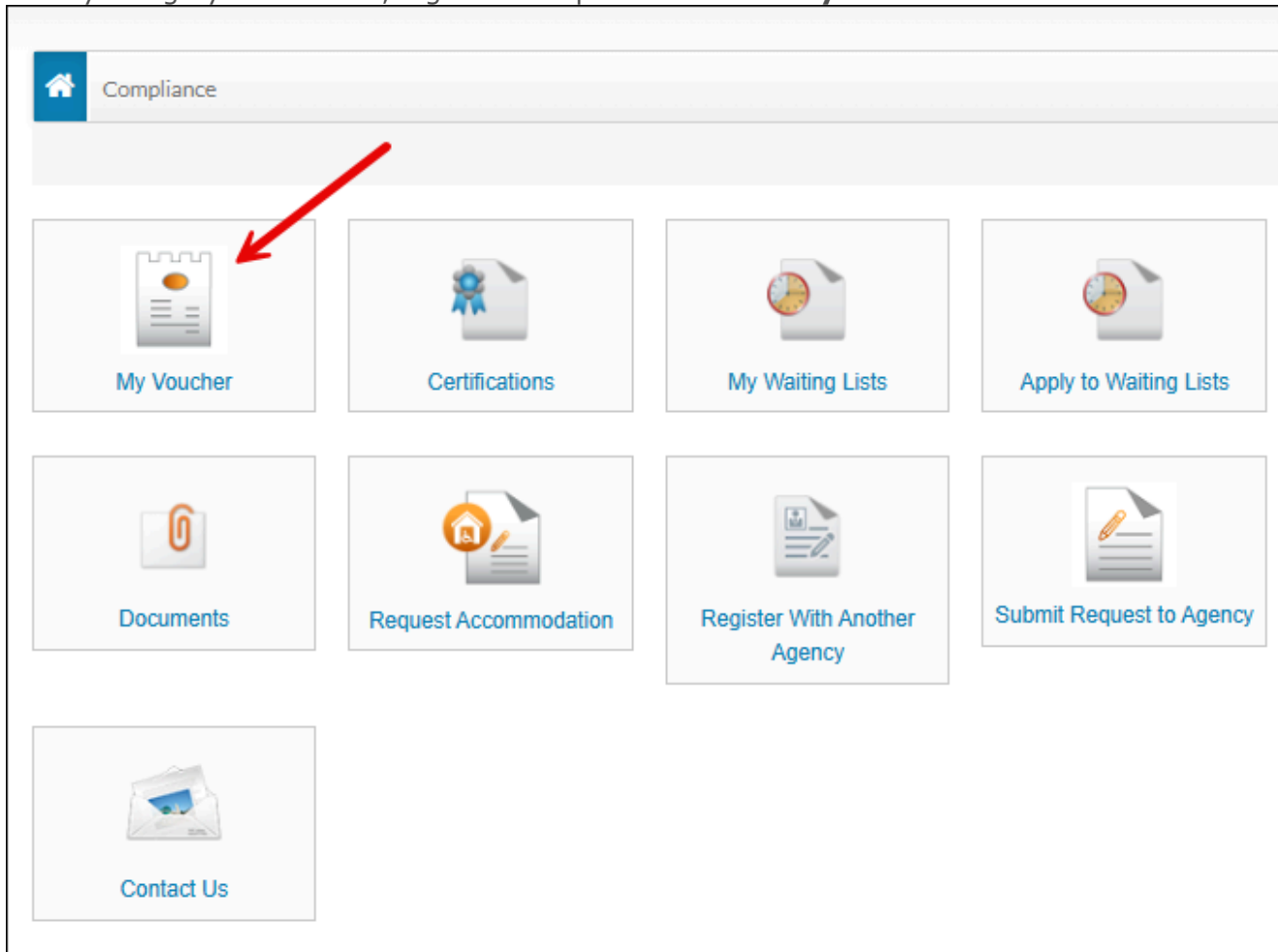
Document	View	Sign
Voucher	View Voucher (Unsigned)	Click Here to Sign

Showing 1 to 1 of 1 entries

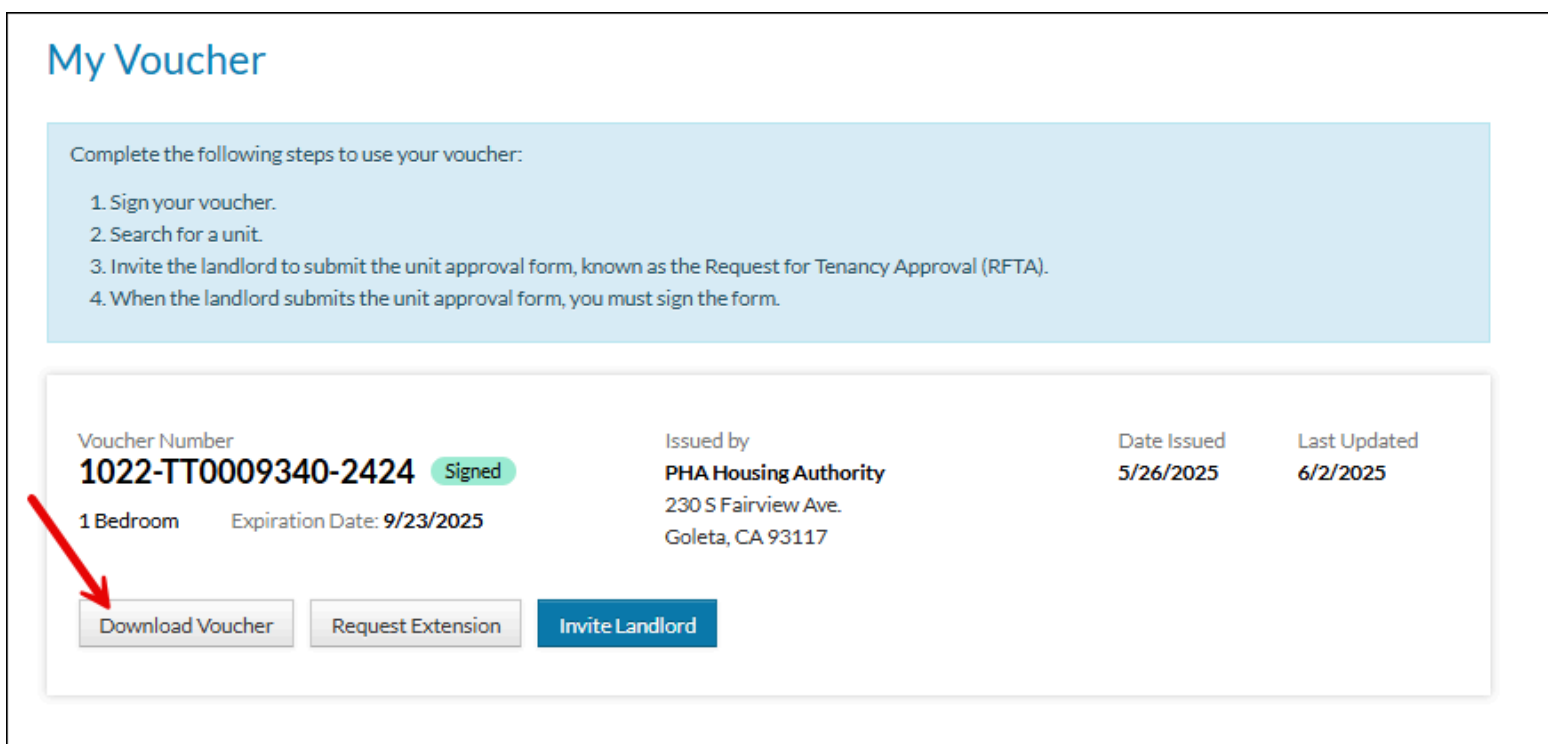
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How do I print a paper copy of my voucher forms?

After you sign your voucher, log in to the portal and click **My Voucher**.



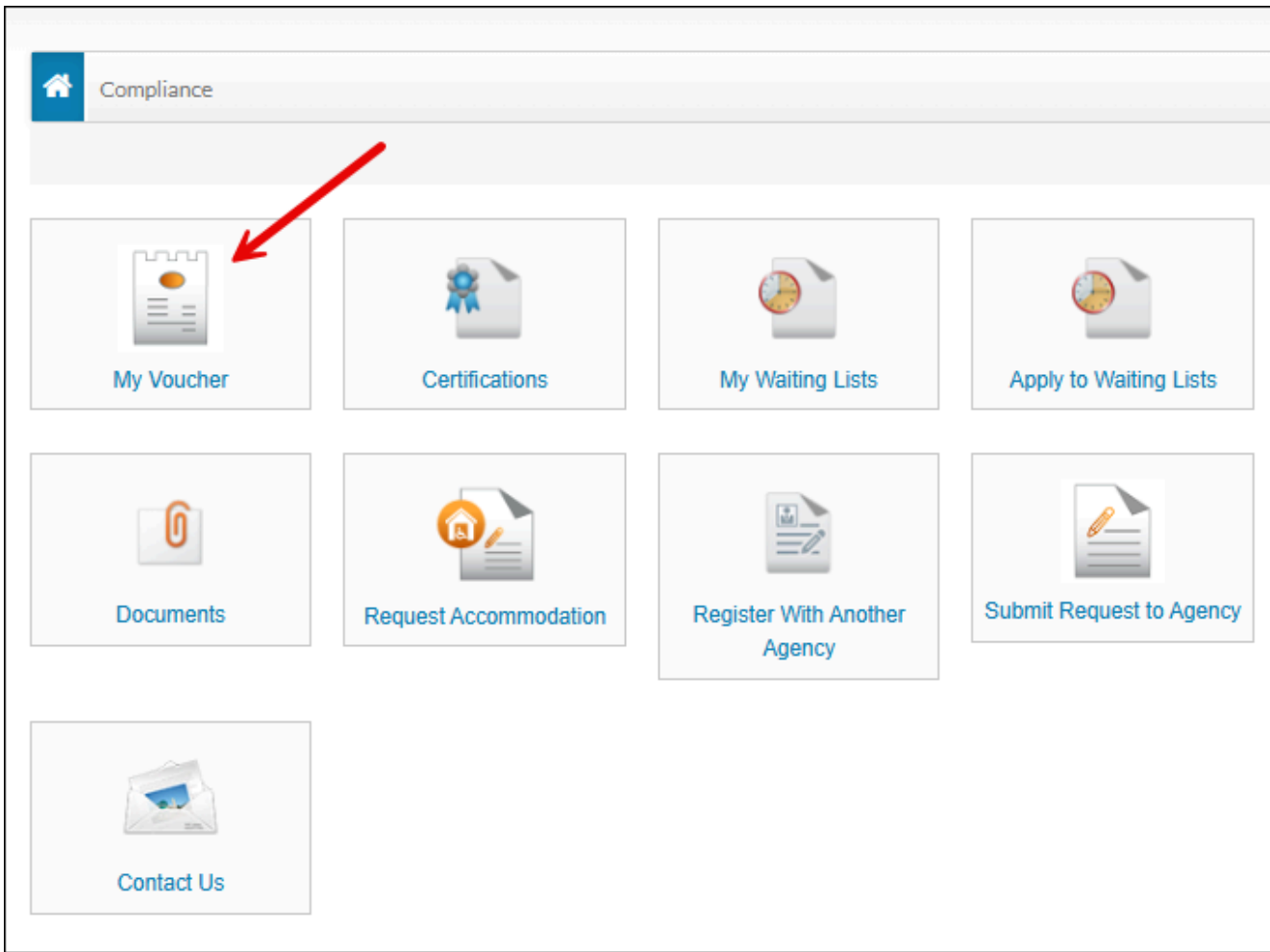
Click **Download Voucher** to download a copy of your voucher forms.



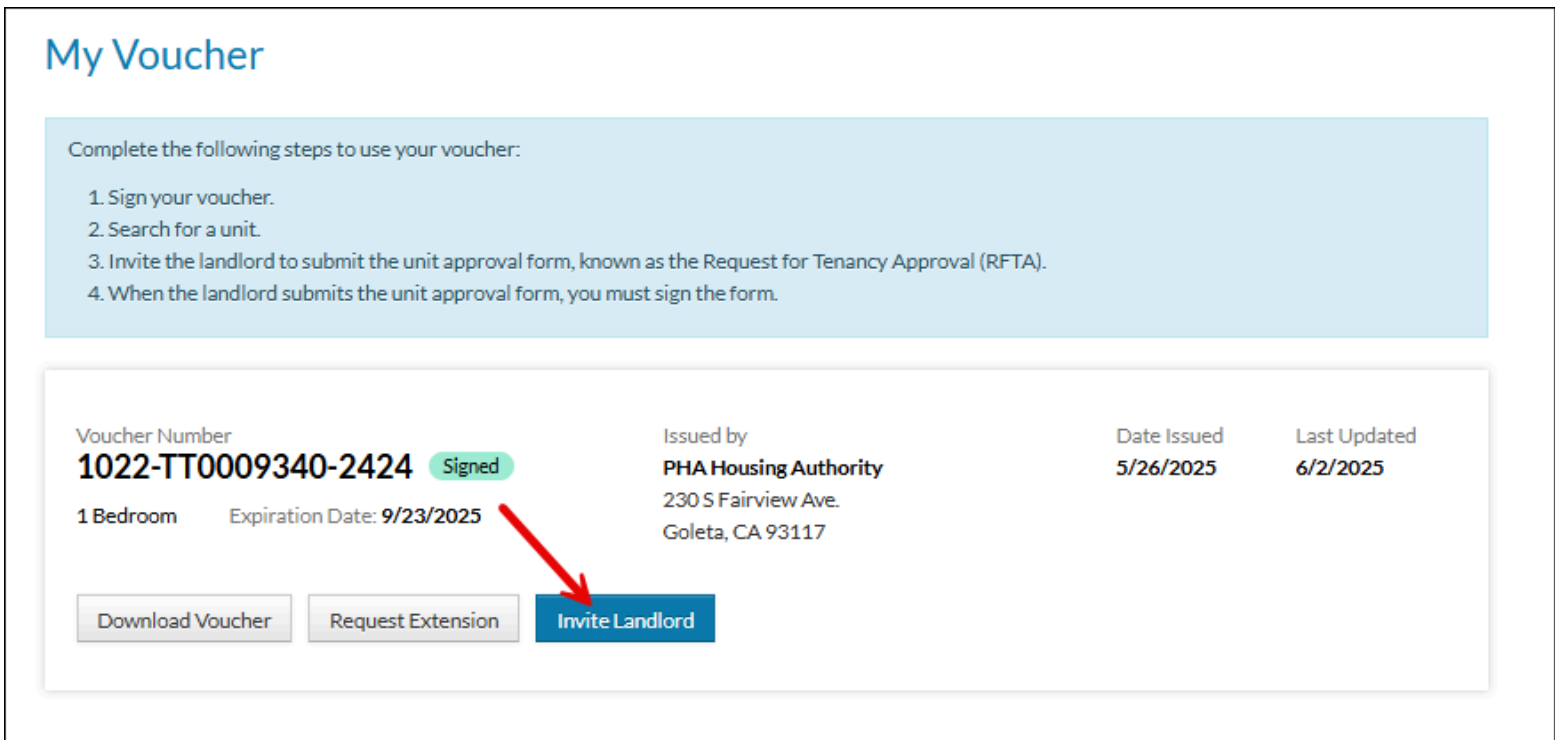
I found a unit. What do I do now?

Once you find a unit, the landlord must submit the unit approval form to our agency. This form, known as the Request for Tenancy Approval form (RFTA), collects information about the unit to determine if it is eligible for rental assistance. Both you and the landlord must sign this form and submit it to our agency for approval.

To get started, invite the landlord to submit the unit approval form online. Log in to the portal and click **My Voucher**.



Click **Invite Landlord**.

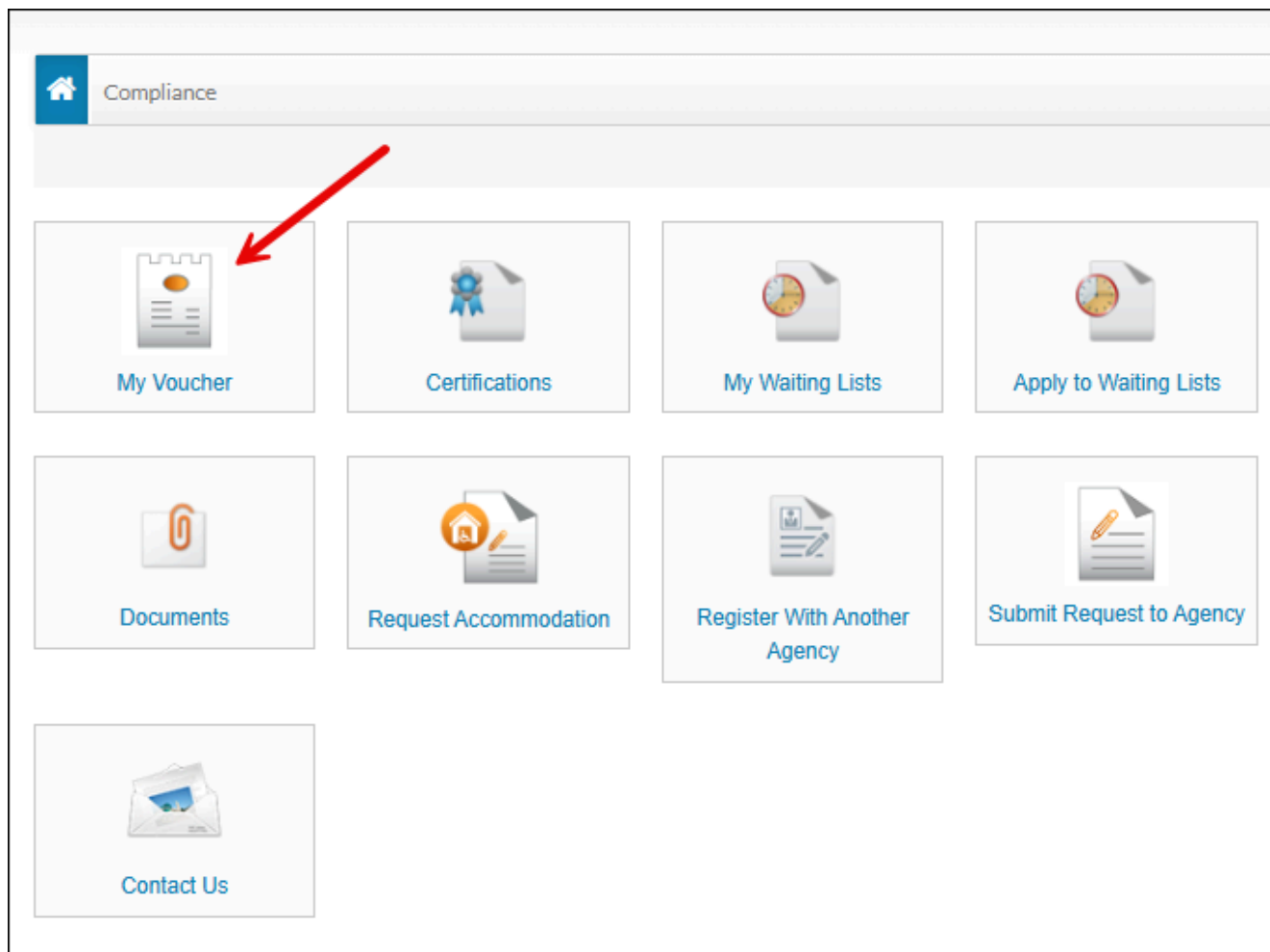


Follow the instructions on the screen to invite the landlord to submit the unit approval form online.

Do I need to sign the unit approval form?

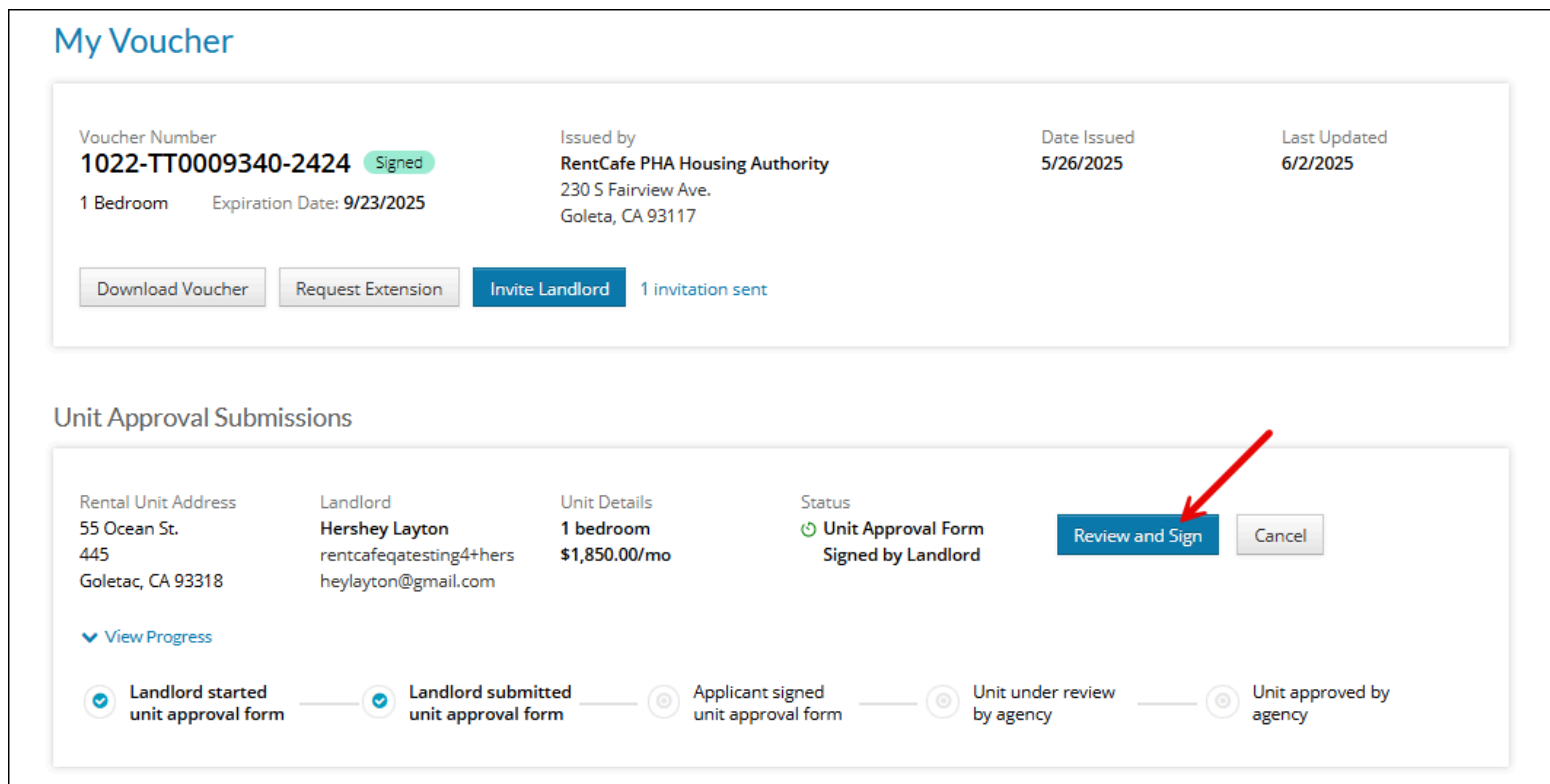
Yes. Once the landlord completes the unit approval form online, you will receive an email asking you to log in to the portal and sign the form.

Log in to the portal and click **My Voucher**.



The screenshot shows a web portal interface with a header labeled "Compliance". Below the header is a grid of eight icons representing different functions: "My Voucher", "Certifications", "My Waiting Lists", "Apply to Waiting Lists", "Documents", "Request Accommodation", "Register With Another Agency", and "Submit Request to Agency". A red arrow points to the "My Voucher" icon. At the bottom left, there is a "Contact Us" button with an envelope icon.

Click **Review and Sign**.



The screenshot displays two sections of the portal. The top section, "My Voucher", shows details for voucher number 1022-TT0009340-2424, issued by RentCafe PHA Housing Authority. It includes buttons for "Download Voucher", "Request Extension", and "Invite Landlord" (with a note "1 invitation sent"). The bottom section, "Unit Approval Submissions", shows details for a rental unit at 55 Ocean St. The status is "Unit Approval Form Signed by Landlord". A red arrow points to the "Review and Sign" button. Below this is a progress bar with five steps: "Landlord started unit approval form", "Landlord submitted unit approval form", "Applicant signed unit approval form", "Unit under review by agency", and "Unit approved by agency".

Follow the instructions on the screen to sign the unit approval form. Once you sign, our agency will review the form to determine if the unit meets the program requirements.