



Wichita Housing Authority Housing Choice Voucher (HCV) Program

Request for Tenancy Approval (RFTA) Packet

Incomplete packets will not be processed.

Landlords: This entire packet must be submitted completed. Current landlords with changing vendor information and new landlords must complete the vendor registration forms. Vendor forms can be found at [Landlord Information | Wichita, KS](#) and may be submitted separately. We strongly suggest you screen applicants for rent payment history, evictions, and other factors related to the family's suitability for the unit.

Voucher Holders: Current proof of income is required for new applicants. Current HCV clients are not required to submit income, but new proof may be required in order to verify eligibility for a unit. It is your responsibility to ensure all documents have been received by the WHA.

Required Items:

1. Complete Request for Tenancy Approval Packet.
2. Current proof of income for new applicants.
3. An unexecuted copy of the lease.
4. Vendor information for the owner/payee must be current with the City of Wichita.

RFTA packets MUST be submitted to <https://lfforms.wichita.gov/Forms/HCVRFTA>.

Kiosks are available for use on the first floor of City Hall or at any of the neighborhood City Hall locations.

- **Atwater Neighborhood Resource Center**
2755 E 19th Street N
Wichita, KS 67214
- **Colvin Neighborhood Resource Center**
2820 S Roosevelt
Wichita, KS 67210
- **Evergreen Neighborhood Resource Center**
2601 N Arkansas
Wichita, KS 67204

If you require an oral interpretation in a language other than English, please call (316) 462-3700

Request for Tenancy Approval (RFTA) and Leasing Process Information for Participants and Landlords

Now that you have received your voucher, here are the steps you will need to follow before we can begin housing assistance payments.

1. Find a place to rent.
2. Talk with the owner/agent/landlord to determine rental qualifications.
3. If you find the unit suitable, and after screening, the owner is willing to lease the unit under the program: Complete the Request for Tenancy Approval (RFTA) packet.
4. The RFTA must be completely filled out. An incomplete packet **MAY** cause a delay in processing.
 - a. The correct address and apartment number must be on the RFTA along with the city and zip code.
 - b. The Lead Based Paint Disclosure form must be signed by the tenant and the landlord.
 - c. Incorrect information will void the RFTA and a new form will have to be completed.
5. **RFTA packets MUST be submitted to <https://lfforms.wichita.gov/Forms/HCVRFTA>.** If you are a current participant, the Intent to Vacate Notice must also be turned in at this time.
6. Once the RFTA is received, your Housing Specialist will determine if you are qualified for the unit. If you are not qualified for the unit, your HS will contact you to select a new unit.
7. After the determination has been made that you qualify for the unit, the RFTA will be processed and given to the inspections department. Inspections are done in the order they are received. The landlord will be contacted about the date and time of the inspection.
8. If the unit does NOT pass the initial inspection, the landlord will be given a list of repairs that need to be completed. **DO NOT MOVE INTO THE UNIT UNTIL IT PASSES INSPECTION.** Once the repairs are completed, the Landlord will need to call the inspections department to schedule a re-inspection of the unit.
9. If the landlord chooses to not make the repairs to the unit, you must request a new RFTA and select another unit.
10. **Once the unit passes inspection, you will be contacted by your Housing specialist and you and the landlord may enter into a rental agreement. Your Housing Specialist will inform you of your portion.**

The effective date of the contract will be the date the unit passes inspection, or the date that you take possession, whichever is later.

Submit an executed copy of the lease agreement and current proof of your income to your Housing Specialist. Rental agreements may be hand delivered, mailed, emailed or faxed to 316-219-6350.

YOUR PORTION OF THE RENT STARTS THE DAY YOU TAKE POSSESSION OF THE UNIT

Be prepared to pay the security deposit and your portion of the rent by the time you move in unless other arrangements have been agreed upon by you and the landlord.

You are responsible for making sure the Housing Authority has all the required paperwork needed to process the lease up. This includes all current proof of income and a correct lease. The effective date of the lease can be dated on or after the passed inspection date, and the lease must match the effective date of the HAP Contract. The Housing Specialist will not process the new lease up until all required documentation has been provided. This process can take up to 60 days. The HAP Contract is not final until it has been signed by the landlord and the HCV Housing Specialist/Manager.

Landlord Information

Thank you for your interest in the Housing Choice Voucher program. We appreciate your willingness to give our program and participants a chance to develop a partnership with you. The success of the Housing Choice Voucher program relies on the development of a good working relationship between property owners and managers who contract with the Wichita Housing Authority to provide decent, safe, and sanitary housing for program participants. Below are some helpful tips to help you as you start the inspection and leasing process. Please feel free to contact our office directly with any questions.

Tenant Screening

The landlord is responsible to screen the prospective tenant. The WHA does not screen families for suitability or behavior. We only screen families for program eligibility requirements. Therefore, WHA cannot provide a reference as to their expected behavior as tenants.

The WHA strongly encourages landlords to screen prospective tenants and to use all or any screening methods as long as they do not discriminate. Discrimination includes any tenant selection based solely on race, color, religion, sex, familial status, national origin or handicap (disability). HCV participants should not be screened any different than non- HCV participants.

Security Deposits

Payment of the security deposit is **NOT** covered under the Housing Choice Voucher Program.

The purpose of the security deposit is:

1. Reimbursement for any unpaid rent payable by the tenant.
2. Reimbursement for damages to the unit or for other amounts the tenant owes under the lease.

The owner may collect a security deposit in an amount not in excess of amounts charged in private market practice and not in excess of amounts charged by the owner to unassisted tenants.

Kansas law must be followed when charging and returning the security deposit. Landlords may use the security deposit, including any interest on the deposit, in accordance with the lease, as reimbursement for any unpaid rent payable by the tenant, damages to the unit or for other amounts owed under the lease.

Unauthorized/Side Payments

HCV participants must pay only the amount approved by the WHA. Any amount paid by the tenant other than the authorized amount is considered an unauthorized side payment and is considered grounds for termination of the housing assistance contract and may adversely affect your ability to participate in the program in the future. Payments for extra services or amenities, such as parking spaces, appliances (other than range and refrigerator), or maintenance charges may be approved. However, any payment agreement between the tenant and owner, for items not included in the lease, must be made in writing, and pre-approved by the WHA.



Leases

The owner and the tenant must enter into a lease agreement furnished by the owner. The lease is a binding agreement between the tenant and the landlord. The WHA does not furnish the lease agreement between the owner and the tenant and is not a party to the lease but must review the lease for compliance with City, State, and Federal laws.

All new leases must be for 12 months (some exceptions may apply). The start date of the lease must match the HAP contract. **A NEW LEASE IS REQUIRED FOR ALL NEW TENANCY WITH THE PROGRAM OR THE UNIT, EVEN IF THE TENANT ALREADY LIVES IN THE UNIT.** The rent amount on the lease should match the approved amount stated on the RFTA.

An executed copy of the lease must be submitted before the Housing Assistance Payment Contract can be generated.

The lease agreement:

- Must be a standard form used by the landlord.
- Must contain terms consistent with state and local laws.
- Must be generally applied to unassisted tenants in the same property.
- All provisions of the HUD Lease Addendum shall be added to the Owner's standard lease as an addendum to the lease.

Housing Assistance Payments

The Housing Assistance Payment Contract (HAP Contract) is an agreement between the WHA and the owner/agent of a property. HAP contracts are initiated after the unit has passed inspection. The WHA will never make a payment on a unit that has not passed inspection. The inspection must pass, and the Housing Assistance Payment Contract must be signed by the owner/agent and the Housing Authority before payment will be made.

The WHA will let you know before the unit is inspected if the rent amount is acceptable. This approved amount is the amount that must be on the lease. Changes to the rent amount or the utilities will not be accepted after the unit has been inspected unless it is a benefit to the tenant. The HAP contract will be generated once the WHA receives the executed lease with the correct start and end date, rental amount, and has been signed by the landlord and the tenant.

Preparing the Unit for Inspection

The unit that you identify in the enclosed RFTA Packet will be inspected to ensure that it meets the federal standards for subsidized units on the Housing Voucher Program. Your unit must pass this inspection, known as the Housing Quality Standard (HQS) Inspection, before the WHA can execute a Housing Assistance Payment (HAP) Contract with you.

These are the items that most often fail.

Utilities must be on and working at the time of the inspection. The inspection will be rescheduled if the utilities are disconnected. Landlord provided stoves and refrigerators must be in the unit at the time of inspection.

1. **CEILINGS, WALLS, OR FLOORS** that have large cracks or holes, severe bulging or leaning or have loose or falling material. Bubbled or warped floor due to moisture. Carpet coming up or separating at seams. Exposed carpet tacks. Peeling linoleum.
2. **WINDOWS** that are badly cracked, broken, or missing panes. All windows easily accessible from the outside (i.e., basement, first floor, fire escape, or deck) must have locks that work. Sleeping room windows must be operable if they were designed to be opened.
3. **DOORS** that are broken, missing doorknobs or lock parts, or have large holes.
4. **WATER HEATERS** with no discharge pipe on the temperature/pressure release valve or with missing burner cover doors. Discharge pipes must extend to within 12 inches of the floor.
5. **STAIRS** with loose, broken, or missing parts or handrails.
6. **SMOKE DETECTORS** that are not working or that are improperly installed. Each unit must have at least one smoke detector on each level including basements but excluding crawl spaces and unfinished attics.
7. **PAINT** that is peeling or chipping either inside or outside.
8. **STOVES** with any burners that don't work or that are missing knobs or oven handles. Stove-top burner pans must be present. Stove and oven must be clean.
9. **PLUMBING** that leaks.
10. **HOUSEKEEPING**: Carpets, kitchens (sink, stove/oven, refrigerator, counters, and cabinets), bathrooms, and the rest of your house must be clean. Yards cannot have "heavy accumulation" of trash, discarded furniture, or vehicles. Grass and weeds over 6 inches tall must be cut.
11. **ELECTRICAL HAZARDS**: Missing or cracked switch and/or outlet cover plate(s). Improper connections, insulation, or grounding of any component of the electrical system. GFCI outlets that aren't working properly. A light fixture hanging from its wiring with no other firm support. If a light fixture is designed to have a cover it must have one.
12. **BATHROOM VENTILATION**: Exhaust fans must work properly. If there is no fan an openable window or a non-mechanical ventilation shaft vented to the outside, attic, or crawlspace is acceptable.

Lead Based Paint and EBLL Reporting Requirements

As a landlord for the HCV program, you are required to read and understand HUD regulations pertaining to lead based paint. The Lead Safe Housing Rule can be found at <https://www.hudexchange.info/programs/lead-based-paint/lshr-toolkit/basics>.

The Consumer Product Safety Commission banned the use of lead in house paint in 1978. Prior to 1978, lead-based paint was commonly used in homes; the older the home, the higher the concentration of lead in the paint. Since 1991, federal laws and regulations have been developed to protect families from lead in their homes. HUD is the principal source for guidance for families, owners, housing programs, and workers, in federally assisted housing programs and projects.

What is lead? Lead is a toxic metal that was used for many years in products found in and around our homes. Lead can also be emitted into the air from motor vehicles and industrial sources, and lead can enter drinking water from plumbing materials. Lead-based paint is present in many homes built before 1978. The federal government banned the use of lead-based paint in housing in 1978. To learn more about lead, visit <http://www.epa.gov/lead>.

Where is lead found? In general, the older your home, the more likely it has lead-based paint. Soil around a home can contain lead from sources like deteriorated exterior paint, past use of leaded gas in cars, or from past renovation activities. Household dust can pick up lead from deteriorating lead-based paint, from past renovation projects, or from soil tracked into a home. If you work with lead, you could bring it home on your hands or clothes. To learn more about sources of lead, visit <https://www.epa.gov/lead/learn-about-lead#found>.

What is required: Before ratification of a contract for housing sale or lease:

1. **Provide a lead-based paint pamphlet.** Present tenants with a copy of the EPA's "Protect Your Family From Lead in Your Home" pamphlet when signing a new property lease.
2. **Disclose the presence of any known lead-based paint.** Reveal the presence and area of any known lead-based paint or lead-based paint hazards in the property's interior.
3. **Provide records of lead-based paint reports.** Provide tenants with any known records or reports that link the property with lead-based paint or lead-based paint hazards.
4. **Attach the lead-based paint disclosure to lease.** Provide tenants with a Lead Paint Disclosure Statement. This statement must:
 - i. be attached to the lease.
 - ii. warn tenants of the dangers of lead-based paint.
 - iii. disclose known lead paint hazards on the property.
 - iv. be signed and dated by both landlord and tenant.
5. **Retain your signed records for three years.** Landlords must keep copies of the tenant signed records for at least three years.

Type of Covered Housing

- Most private housing, public housing, Federally owned housing, and housing receiving Federal assistance are affected by this rule.



Type of Housing Not Covered

- Housing built after 1977 (Congress chose not to cover post-1977 housing because the CPSC banned the use of lead-based paint for residential use in 1978).
- Zero-bedroom units, such as efficiencies, lofts, and dormitories.
- Leases for less than 100 days, such as vacation houses or short-term rentals.
- Housing for the elderly (unless children live there).
- Housing for the handicapped (unless children live there).
- Rental housing that has been inspected by a certified inspector and found to be free of lead-based paint.
- Foreclosure sales.

Landlord requirements for Elevated Blood Lead Level (EBLL) reporting:

- Notify HUD and Public Health department of confirmed EBLL case within 5 business days of EBLL verification.
- Complete Lead Hazard Control as required based on results of the PHA's Environmental Investigation (EI) within 30 calendar days of EI.
- Risk Assessment on other covered units as required.
- Lead hazard control on other covered units as required.
- Clearance after work completed as required.
- Notification to residents as required.
- Ongoing maintenance

Additional Resources

[Lead-Based Paint - HUD Exchange- www.hudexchange.info/programs/lead-based-paint](http://www.hudexchange.info/programs/lead-based-paint)

https://www.hud.gov/program_offices/healthy_homes/enforcement/disclosure



Owner's Guide for Responding to Report of an Assisted Unit with Occupant Child <6 with an EBLL

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Introduction: Changes in the regulations

HUD has modified the Lead Safe Housing Rule (LSHR) to enhance the protections from lead-based paint hazards - enforceable since 7/31/2017. These regulations place responsibilities on owners of HUD-assisted housing built before 1978. The important changes for when a child under 6 years old with an Elevated Blood Lead Level (EBLL) is identified are:

- *Enhance* the assessment in that child's unit (the Index Unit) from a Risk Assessment to an Environmental Investigation
- *Add* a requirement that if LBP hazards are found in the Index Unit then every assisted unit in the property occupied by a child under 6 years old receive a Risk Assessment and control of any lead-based paint hazards.
- *Add* a requirement that HUD be notified when these events occur.

EBLL Response Process

Who is responsible for implementing the process?

The essential and immediate responsibility is that whoever learns of an EBLL child **MUST** take steps to inform and engage the public health department, the grantee, the owner, and HUD.

HUD currently identifies an EBLL child as a child under the age of 6 who has a confirmed concentration in whole blood of 5 micrograms of lead per deciliter of blood (5 µg/dL) or more. HUD is considering lowering the level to 3.5 µg/dL. While you may use the 5 µg/dL level, and you must use a level at least as low as your jurisdiction's level if it has one, HUD encourages you to use the 3.5 µg/dL level (and requires you to use your jurisdiction's level if even lower).

- In Public Housing programs, the regulations state that the public housing agency is responsible for all parts of the EBLL response process.
- In Project Based Assistance (PBA) programs the regulations state that the property owner is responsible for all parts of the process.
- For Tenant Based Rental Assistance (including Housing Choice Vouchers) programs responsibilities are divided between the grantee and the owner. It is important that grantees and owners clarify responsibilities. By default, initial verification and evaluations are the responsibility of the grantee. The lead hazard control work and related notices are the responsibility of the owner unless the grantee has explicitly assumed that responsibility. The grantee could also explicitly assign responsibility for evaluations (Environmental Investigation and Risk Assessments) to the owner.

Verification and Notice

- Once there is an EBLL case reported for a child under age six in an assisted housing unit there are verification and notice requirements.
- If original EBLL report did not come from a **health care provider** or local **public health department**, immediately verify the child's blood lead level with one of those sources.
- Responsible party: PBA – Owner; TBRA-PJ, Grantee, PHA, Owner
- Need not be written verification.

What if no initial medical verification is received?

Owner or PHA/Grantee must...

- Contact your HUD Program Representative (HUD Rep) regarding the no response.
 - The HUD Rep will either proceed to verify independently or contact OLHCHH to assist with verification.
 - You may also continue to attempt to verify the EBLL.
- Keep records of all attempts (yours and HUD's) to verify the EBLL with the public health department or health care provider.
- Avoid unnecessary delays that slow down the response.

What if the child with an EBLL has moved by the time the Designated Party receives notification?

Public Housing/PBA Index Unit

- The EBLL response requirements apply regardless of whether the child is or is not still living in the unit.

TBRA Index Unit

- If any other household receiving TBRA is living in the unit or is planning to live there, EBLL response requirements still apply to the unit.

Information Privacy

Information emailed/shared with HUD/PHA should not include the child's name or blood result, unless done in a secure manner.

- This is considered personally identifiable information (PII) and is also confidential medical information that must be maintained in accordance with the PHA's/grantee's policy for private medical information.
- If the PHA/grantee must transmit PII, it shall be done in a secure manner or in an encrypted email.
- For more information on Privacy Protection Guidelines for PHAs, see Notice PIH 2015-06.

Notification

The responsible party (TBRA: owner or grantee; PBA: owner) must notify the local health department, local HUD Field Office, and HUD OLHCHH (LeadRegulations@hud.gov) within five business days of verification

HUD recommends using email, but do NOT include the child's name or test results

What to include in notification to HUD Field Office and HUD Office of Lead Hazard Control and Healthy Homes:

- PHA code and name (if PHA providing info) OR owner name and address (if owner providing info)
- Date of EBLL test result
- Housing program (e.g., public housing, PBA, TBRA)
- Unit address and (if in multi-unit property) the development name
- Whether the PHA or owner has notified the local health department of the EBLL, or been notified by the local health department, and the date of that notification

Investigation of the Index unit

The responsible party must ensure that a certified lead risk assessor performs an **Environmental Investigation (EI)** within 15 calendar days of verification of EBLL child. (By default the regulations assign this to owners in PBA programs and to PHA/grantees in TBRA programs)

Risk Assessors and Inspectors

- The EI must be performed by a certified risk assessor.
- Certified risk assessors may perform environmental investigations, inspections, post-abatement clearances, lead hazard screens, and risk assessments.
- The PHA/grantee can rely on results of health department's evaluation of the EBLL child's home and environment.
- Many local public health departments conduct its lead poisoning prevention services or can arrange for such services.
- The health department may evaluate a child's home for lead-based paint hazards and other possible sources of lead exposure when a child is found with an EBLL.

Notification of EI Results

The responsible party must notify local HUD Field Office and the index unit occupant family

of the results. If LBP hazards were identified, also notify all assisted residents that an EI was completed. The HUD Field Office must be notified within 10 business days and the occupants within 15 calendar days.

Notices of evaluation to HUD and residents must include the date the investigation was completed, because the investigation is only valid for one year.

If the EI does not identify LBP hazards (**of paint, dust or soil**) in the index unit, but does identify other possible sources of lead exposure, then:

- Residents should be encouraged to follow the EI's recommendations for controlling other household sources of lead (for example, water, tub leaching, ceramic tile chipping and dusting, take-home exposures from work or hobbies, imported jewelry, pottery, and folk remedies).
- PHAs/grantees and owners may assist the family directly or coordinate with the health department to encourage the family to eliminate non-LBP hazards identified in the EI.
- EBLL response for the index unit is complete after the grantee (for TBRA) notifies the family of the results. PHA/grantee should maintain records.

If the EI also identifies lead-based paint hazards in the index unit...

- Within 30 days of the EI results, the owner (for TBRA and PBA) is responsible for controlling and clearing all hazards from housing sources in the index unit and common areas, using a certified LBP abatement firm or certified lead renovation firm

Other covered units

If an Index unit with LBP hazards is in a property with multiple federally assisted units, then:

- Risk Assessment is required for other assisted target housing units in the property where children under age six reside or are expected to reside (known as other "covered units"), AND
- Those units are likely to need hazard control work, so you might want to identify all the work needed before you start on one.
- Residents of other covered units can be notified of risk assessment results through a central posting or individual notifications.

Note: Exception to the requirement for risk assessments in other covered units: The regulations grant an exception to this requirement if: "The owner has documentation of compliance with evaluation, notification, lead disclosure, ongoing lead-based paint maintenance, and lead-based paint management requirement" for these units for the 12 months preceding the EI and provides such documentation to HUD within 10 days of receiving the results of the EI.

Guidelines for Sampling Other Covered Units for Risk Assessments

- Sampling of units is permitted for:
 - Properties built before 1960 and with more than 20 covered units
 - Properties built between 1960 and 1977 and with more than 10 covered units
- Table 7.3 in HUD's Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing provides guidance on the sample sizes required.
- The certified lead-based paint risk assessor will design and implement the sampling protocol.

Sampling Detail for Other Covered Units

- If lead-based paint hazards are found in a sample of covered units, they are presumed

- to exist in all the other covered units that were not sampled.
- The hazards are presumed to be present on the same type of building components (e.g., bedroom window sills) as had hazards in the sampled units.
- Components that were found not have hazards in sampled units do not have to be treated.
- If risk assessments did not identify LBP hazards in other covered units, PHA/owner must:
 - ✓ **Notify** covered unit residents and HUD Field Office of results
 - ✓ *EBLL response complete regarding other covered units*

Timing

If unit in a property with multiple federally-assisted units and index unit is found to contain LBP hazards then:

- Hazards in the index unit must be addressed and clearance completed by certified firm(s) within **30 calendar days** of the receipt of EI results by Designated Party.
- Risk assessments of other covered units must be conducted within
 - **30 days** for a property with ≤ 20 other covered units, and
 - **60 days** for a property with > 20 other covered units
- Interim control of other LBP hazards in other covered units must be conducted within
 - **30 days** for a property with ≤ 20 other covered units with LBP hazards, and
 - **90 days** for a property with > 20 other covered units with LBP hazards

Best Practices

- Plan ahead with your risk assessor for contingencies
- Assure risk assessor understands all of the timing and scope implications
- Discuss sampling options and the cost implications of sampling plus presumption
- If possible, discuss risk assessor recommendations before final report to assure that timing and cost are addressed and viable, but then follow the recommendations re staging of work, protections, relocation, etc.
- Some types of work require complete isolation, or containment, of work area and/or full evacuation of residents and their belongings.
 - Other jobs require much less site preparation and containment.
- Temporary relocation is necessary if residents do not have access to kitchens or bathrooms during non-work hours.
 - Relocate to a lead safe unit (i.e. constructed after 1978; passes visual assessment and dust sampling)

Abatement vs. Interim Controls

For TBRA/PBA: Decision is up to the owner, but PHA/grantee can advise the owner that abatement reduces need for future reevaluation and hazard control work.

When is Control Work Complete?

- All lead hazards identified in the course of the investigation should be eliminated or controlled.
- No interim control or abatement project is complete until compliance with clearance standards has been achieved, if required, and final report prepared.

Notify Work Complete & Clearance Achieved

Notify all assisted residents and provide documentation to HUD Field Office within 15 calendar days and 10 business days, respectively, when work on index and other covered

units is complete. For property residents notice may be by central posting or distribution to each unit.

Remember, in no case should EBLL children or the index unit be identified.

Summary of Actions if LBP Hazard Found

If risk assessments did identify LBP hazards in **ANY** assisted units, PHA/grantee/owner must:

- ✓ **Notify** all residents in assisted units and HUD Field Office
- ✓ **Protect** families in those units
- ✓ **Control** (and clear)
- ✓ **Notify** residents and HUD Field Office
- ✓ **Maintain** housing as lead-safe
- ✓ **Reevaluate** units
- ✓ *EBLL response complete*

All records must be retained for the life of the property and disclosed.

EBLL Response Activity	Timeframe
Notify Public Health Dept. and HUD FO of EBLL case	Within 5 business days after verification of EBLL
Conduct Environment Investigation for Index Unit	Within 15 calendar days after verification of EBLL
Notify HUD FO of results of EI	Within 10 business days of receiving results of the EI
Conduct Risk Assessment for Covered Units	a. Within 30 calendar days for property with ≤ 20 covered units after EI results b. Within 60 calendar days for property with > 20 covered units after EI results
Complete lead hazard control work and clearance	Within 30 calendar days of receiving results of EI
Interim control of other LBP hazards in other covered units	a. Within 30 calendar days for property with ≤ 20 covered units w/ LBP hazards after RA results b. Within 90 calendar days for property with > 20 covered units after RA results
Notify HUD FO of clearance	Within 10 business days after clearance
Notify assisted resident of clearance	Within 15 calendar days after clearance

Steps to Ensure Full Compliance with the Lead Safe Housing Rule

Ensure that all lead-based paint testing required under the existing LSHR is already completed and that records are securely stored at the property and are available for inspection and disclosure.

- Determine whether lead evaluations and hazard control work will be performed by trained, certified staff or through certified contractors.

- Identify a current contact person at the local or state health department for communication.
- Inform residents of the risks of lead-based paint and encourage them to have young children tested.

Resources

- OLHCHH homepage
www.hud.gov/lead
- LSHR (24 CFR part 35, subparts B – R):
www.hud.gov/program_offices/healthy_homes/enforcement/lshr
- LSHR EBLI amendment (1/13/2017):
www.federalregister.gov/d/2017-00261
- EBL Amendment Notice PIH 2017-13:
www.hud.gov/sites/documents/17-13PIHN_OHHLHC.pdf
- OLHCHH Grantees
www.hud.gov/sites/dfiles/HH/documents/HUD_OLHCHH_Lead_Hazard_Control_Grantees.pdf
- Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing:
www.hud.gov/program_offices/healthy_homes/lbp/hudguidelines
- Resources for PHAs
www.hud.gov/program_offices/public_indian_housing/leadbasedpaint
- LBP Compliance Advisor:
<https://portalapps.hud.gov/CORVID/HUDBLPAdvisor/welcome.html>
- Interpretive Guidance on HUD's LSHR:
https://www.hud.gov/sites/documents/DOC_25476.PDF
- Interpretive Guidance on HUD-EPA Lead Disclosure Rule (three parts):
www.hud.gov/program_offices/healthy_homes/enforcement/disclosure

Email any questions to leadregulations@hud.gov



Smoke Detector Update

**THE FOLLOWING CHANGES REGARDING SMOKE DETECTORS
WILL TAKE EFFECT 12/29/24:**

THE UNIT MUST:

- Include at least one battery-operated or hard-wired smoke detector, in proper working condition, in the following locations:
 - On each level of the unit;
 - Inside each bedroom;
 - Within 21 feet of any door to a bedroom measured along a path of travel; and...
 - Where a smoke detector installed outside a bedroom is separated from an adjacent living area by a door, a smoke detector must also be installed on the living area side of the door.
- All battery-operated smoke detectors must be 10-year, sealed battery, tamper-resistant detectors.

Questions?

Please reach out to the housing agency.



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) Wichita Housing Authority			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)					
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)

Addendum to the RFTA

Tenant Name			
Unit Address			Apt #
City	KS	Zip Code	County

Base rent amount \$ _____

***All mandatory fees must be included with the rent. Please list all monthly fees that are required to be paid by all tenants. This includes flat fees assigned for any utilities. Any fees that are not required for all tenants and that you have not included in the rent cannot be paid by the tenant. ***

Water/Sewer (Rubs or changing monthly amounts should not be listed)	\$	
Trash	\$	
Service Fee	\$	
Pest	\$	
Liability Fee	\$	
Other Required monthly fees	Fee Amount	Fee Type
Rent Payment Fee	\$	
	\$	
	\$	

Total rent requested with required fees \$ _____ (This is the amount that should be listed on the RFTA).

Utilities

The TENANT will be responsible for supplying the following utilities/services to the unit:

☐ Electricity ☐ Gas ☐ Water/Sewer ☐ Trash ☐ None

The OWNER will be responsible for supplying the following utilities/services to the unit:

☐ Electricity ☐ Gas ☐ Water/Sewer ☐ Trash ☐ None

Appliances

The TENANT will be responsible for supplying the following appliances to the unit:

☐ Stove ☐ Refrigerator ☐ None

The OWNER will be responsible for supplying the following appliances to the unit:

☐ Stove ☐ Refrigerator ☐ None

Rent Reasonableness

Unit Address			Apt #
City	KS	Zip Code	County

The WHA is required to assess whether the proposed rent for your unit is reasonable in comparison to rents for similar unassisted units within the local market. Our rent reasonableness assessment is based on the information you provide on this sheet. This "rent reasonableness" test is performed prior to approving subsidy and at any subsequent request for a rent increase. The owner may supply the WHA with any additional information they feel may assist in this assessment.

Unit Type: ☐ Single Family Home ☐ Manufactured Home ☐ Low/High Rise ☐ Duplex
☐ Row House ☐ Town Home ☐ Garden Walk-Up ☐ Twin Home

Home Exterior Type: ☐ Brick ☐ Siding ☐ Stucco ☐ Stone

Quality of the Unit: ☐ Newly Constructed ☐ Completely Renovated ☐ Adequate

Flooring: ☐ Carpeting ☐ Hardwood ☐ Tile ☐ Vinyl

Does the unit have a garage? ☐ Yes ☐ No ☐ Attached ☐ Detached

How many bathrooms in the unit? Full _____ Half _____

Is the unit accessible to: Public Transportation (within 2 blocks) ☐ Yes ☐ No
 Schools ☐ Yes ☐ No

Does your unit/building have handicap accessible features?

- ☐ Accessible parking nearby ☐ Flat/No Step Entry ☐ Ramped entry
☐ Widened doorways ☐ Automatic Entry Door ☐ Accessible Elevator
☐ Units on the first-floor ☐ Low counters in the kitchen ☐ Low vanity ☐ Roll in Shower
☐ Grab Bars/Reinforced Grab Bar ☐ Lowered Toilet ☐ Raised Toilet

Amenities Provided by the Owner

- ☐ Central AC ☐ Window AC ☐ Basement ☐ Ceiling Fans ☐ Central Heating
☐ Dishwasher ☐ Blinds ☐ Disposal Garbage
☐ Washer/Dryer provided ☐ W/D Connection (appliance not provided)

Facilities

- ☐ Playground ☐ Pool ☐ Clubhouse ☐ Tennis Court ☐ Covered Parking
☐ Off Street Parking ☐ Storage Unit ☐ On-Site Laundry Facilities



Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing 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, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

- (i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

- (ii) _____ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

- (i) _____ 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 (list documents below).

- (ii) _____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(c) _____ Lessee has received copies of all information listed above.

(d) _____ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (initial)

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

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____ Lessor	_____ Date	_____ Lessor	_____ Date
_____ Lessee	_____ Date	_____ Lessee	_____ Date
_____ Agent	_____ Date	_____ Agent	_____ Date

Owner/Agent Information

Unit Address			Apt #
City	KS	Zip Code	County

I am the owner of this property ☐

I am the agent acting on behalf of the owner ☐

Owner Information

The OWNER is the legal owner of the dwelling unit. You must complete vendor forms and a W-9 if you have not already signed up as a vendor with the City of Wichita, and all the information listed below must match the W-9. An Owner's signature is required when an agent is not acting on behalf of an Owner. Do not write "ON FILE" on any part of the form, everything must be completed. (Please Print Clearly).

If you are a new owner or need to update your information, you must complete the vendor registration forms required by the City of Wichita. Forms can be found on the Housing page at <https://www.wichita.gov/>.

Name of Owner		Company Name	
Owner Mailing Address, Street			
City	State	Zip Code	
Phone Number		Email Address	

Are you currently renting a unit to a Housing Choice Voucher (HCV) Tenant? Yes ☐ No ☐

Authorized Agent/Management Information

PROPERTY MANAGER/AGENT INFORMATION The Property Manager is an agent accepting payment or managing the unit on behalf of the legal owner. If the owner does not have an agent managing on their behalf, skip this section. All documentation regarding the tenant, including contract, rent increase letters, etc. will be sent to the Property Manager information listed below. (Please Print Clearly)

We must have a valid property management agreement if you are authorized to conduct business or receive payment on behalf of the owner.

Name of Agent		Company Name	
Agent Mailing Address, Street			
City	State	Zip Code	
Phone Number		Email Address	



Payee Information

Pick One:

Payment should be made to the Owner information listed above: ☐Payment should be made to the Authorized Agent/Management information listed above: ☐

Other: Payment should be made to _____

All Housing Assistance Payment Contracts are signed with the electronic signature company, ReadySign. ReadySign is a user-friendly service that allows the user to legally sign documents with several clicks. The executed contract is automatically emailed back to you once complete.

Please provide the name of the authorized signer and an email address for the signer.

Name _____

Email _____

OWNER/AGENT CERTIFICATION:

I certify that I am the legal owner or the legally designated agent for the above-referenced unit, and that the prospective tenant has no ownership interest in this dwelling unit whatsoever. I certify that the owner (including a principal or other interested party) is not the spouse, parent, child, grandparent, grandchild, sister, or brother of any member of the voucher holder's household that is seeking to rent the unit. (WHA may allow an exception to this policy as a reasonable accommodation for persons with a disability).

Signature of Authorized Signer_____
Date

Landlord Certification

Lead Based Paint Hazard Rule and Reporting Requirements for EBLL Acknowledgement

I, _____ acknowledge I have read and understood all Lead Paint Hazard information given pertaining to the Lead Safe Housing Rule. I have also read and understand the steps that must be taken and the required reporting requirements I must take as outlined in the provided Lead Safe Housing Rule Toolkit "Owners Guide for Responding to Report of an Assisted unit with Occupant Child <6 with an EBLL."

Signature

Date

Please read each statement and sign.

1. I certify that I am the owner or the legally designated agent for the above referenced unit and that the tenant has no ownership or interest in this dwelling unit.
2. I understand that I may collect a security deposit from the tenant that is not in excess of one month's contract rent.
3. I understand my obligation to offer a lease to the tenant and that the lease may not differ in form or content from any other lease that I am currently using for any unassisted tenants.
4. I understand the HUD Tenancy Addendum is part of the lease.
5. **I understand the beginning and end date of the lease and the rent amount must match the Housing Assistance Payment Contract. I understand the information must be changed if it does not match.**
6. I understand I am not permitted to live in the unit while I am receiving Housing Assistance Payments.
7. I certify that I (including a principal or other interested party) am not the parent, child, grandparent, grandchild, sister, or brother of any member of the family.
8. I understand that if I fail to execute the HAP contract and/or other required documents in the timeframe set by the WHA, the approval of the tenant's authorization to move-in may be voided.
9. Should the transaction be voided by the WHA, I understand that I will not receive payments.
10. I understand the WHA has the right to recoup HAP paid erroneously by withholding payment owed to me, including HAP for other tenants. Should there be no other valid HCV contracts, I must repay the WHA upon receipt of an overpayment notice.



11. I understand that I must submit to the tenant for their consideration and to the WHA for their review any new lease or lease revision a minimum of sixty (60) days in advance of the effective date of the change.
12. I understand that I must provide the WHA with a written request for any rent increase a minimum of sixty (60) days in advance of the increase in accordance with the provisions of the HAP Contract.
- 13. I understand that the tenant's portion of the contract rent is determined by the WHA and that it is illegal to charge any additional amounts for rent or any other item not specified in the lease which has not been specifically approved by the WHA.**
14. I understand my obligations in compliance with the Housing Assistance Payments Contract to perform necessary maintenance so the unit continues to comply with Housing Quality Standards.
15. I understand that should the assisted unit become vacant, I am responsible for notifying the WHA immediately in writing. I also understand that the HAP Contract and payment will terminate immediately.
16. I understand that I must provide a copy to all eviction and lease violation notices to the WHA.
17. I agree to comply with all requirements contained in the lease, Tenancy Addendum, and Housing Assistance Payment Contract.
I certify I have read and I understand the above statements.

Print Name Owner/Agent

Name of Business/Apt Complex

Signature

Date

