



Delaware Housing Choice Voucher Program Streamlining

Landlord Forum

November 20, 2025



DELAWARE HOUSING
ACCESS ASSOCIATION



Dover
Housing
Authority



Agenda

1. Vendor Setup
2. Verifying Voucher Amount
3. Submitting a RFTA
4. Inspection Checklist
5. Inspection Policies & Timeline
6. HAP Payments
7. Rent Renewals/Increases
8. Q & A

Vendor Setup

1. W-9
2. Landlord Application
3. Vendor Authorization Form (ACH/Electronic Funds Transfer)
4. Self -Certification Form

All forms are available to download from delaware.affordablehousing.com/landlords

Verifying Voucher Amount

- HCV participants are approved for a specific unit size (e.g., 1 - or 2 - bedroom)
- Each PHA has payment standards based on unit size and location of the unit
 - These payment standards are available on delaware.affordablehousing.com
- After a complete RFTA is submitted, “Rent Reasonableness” will be conducted to ensure that the rent is comparable to similar unassisted units in the area
 - This step should occur within 2-3 days of receipt of a completed RFTA

Request for Tenancy Approval (RFTA)

- The Request for Tenancy Approval (RFTA) is the form that a Housing Choice Voucher participant will present to a prospective landlord
- DHAA has created a unified RFTA packet
- Beginning November 1, 2025, landlords can submit the RFTA online
- Paper applications are also accepted

RFTA Process

“Day 1” = Day Request for Tenancy Approval packet is submitted to Delaware.AffordableHousing.com (AH.com)



Inspection Checklist

- DHAA currently evaluates rental units for compliance with the HUD Housing Quality Standards (HQS)
- The RFTA packet contains an inspection checklist to assist in verifying that each part of the home meets HUD's minimum health and safety requirements
- Please note that the NSPIRE (National Standards for the Physical Inspection of Real Estate) are scheduled to go into effect in February 2027

Inspection Process/Timeline

- The PHA administering the voucher will conduct an initial inspection within 7 to 10 days of receipt of a completed RFTA, *unless the landlord indicates that the unit will not be ready by such date*
- The initial inspection is free
- If the unit fails, the first *reinspection* is free
- If a second reinspection is required, the landlord will be charged \$50
- At the PHA's discretion, the PHA will impose a \$75 per -unit reinspection fee for subsequent reinspections for consistent and/or reoccurring HQS deficiencies

Housing Assistance Payment (HAP)

- The Housing Assistance Payment (HAP) is the subsidy paid by the PHA directly to the landlord on behalf of the tenant
- The tenant rent portion is the amount the tenant pays directly to the landlord, and is typically equal to 30% of their adjusted gross income
- HAP payments will come directly from the administering PHA; direct deposit is preferred/required depending upon the PHA
- Questions related to payment or tenants should be directed to the PHA

Rent Renewals & Increases

- Landlords must submit a rent increase request at least 60 days prior to the lease expiration date
- For both rent increases and lease renewals, the PHA will make a determination within 14 business days of receipt of the request

Future Landlord Training Schedule

- DHAA will continue to host quarterly forums in 2026
- If you have suggestions for future training topics, please send them to any of the PHA contacts for inclusion in the next forum
- Forum dates will be posted on delaware.affordablehousing.com/landlords and shared directly with the Delaware Apartment Association

Questions?

PHA Contact Information

- Dover Housing Authority – dover.housingauthority@dhade.org
- Delaware State Housing Authority – DSHA_hcvmoves@delaware.gov
- Newark Housing Authority – [HTTPS://NEWARKHOUSINGAUTHORITY.NET/CONTACT/](https://newarkhousingauthority.net/contact/)
- New Castle County Housing Authority – housingchoicevoucher@newcastlede.gov
- Wilmington Housing Authority – [rhenry -butler@whadelaware.org](mailto:rhenry-butler@whadelaware.org)



Thank You!

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APPENDIX

Key Program Terms



Public Housing Authority (PHA):
Local agency that administers the voucher program, inspects units, and makes Housing Assistance Payments (HAP) to landlords.



Housing Assistance Payment (HAP):
The subsidy paid directly by the PHA to the landlord on behalf of the tenant. Guaranteed rent.



Tenant Rent Portion:
The amount the tenant pays directly to the landlord — typically about 30% of their adjusted income.



Payment Standard:
The maximum subsidy the PHA can pay, based on local Fair Market Rents.



Rent Reasonableness:
PHA must ensure the rent is comparable to similar unassisted units in the area.



Housing Quality Standards (HQS):
Minimum health and safety standards that the unit must meet to be approved and remain eligible.



HAP Contract:
Agreement between the PHA and landlord outlining responsibilities, payment terms, and compliance requirements.



Lease Addendum:
An attachment required by HUD that adds voucher program provisions to the standard lease.

HCV Program Basics

Purpose

- Helps low-income families, seniors, and people with disabilities afford safe, decent, and sanitary housing in the private market.

How It Works

Administered by

- Local Public Housing Authorities (PHAs)

Voucher Type

- Tenant-based assistance (moves with the family)

Payment Structure

- Family pays ~30% of income toward rent
- Voucher covers the rest, up to a local payment standard

Key Features

- Families can choose any eligible unit that meets HUD's Housing Quality Standards
- Encourages housing mobility and neighborhood choice
- PHAs verify income and inspect units, generally each year

Who Qualifies

- Generally, households with income at or below 50% of Area Median Income (AMI)
- U.S. citizens or eligible non-citizens
- Must meet local eligibility and screening criteria