

**Delaware Housing
Choice Voucher
Program**

Landlord Forum

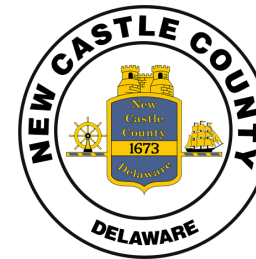
March 31, 2026



**DELAWARE HOUSING
ACCESS ASSOCIATION**



**Dover
Housing
Authority**



Agenda

New Releases on
Affordablehousing.com

HCV Essentials Refresh

Online RFTA



Housing Choice Voucher - Refresh

Landlord Responsibilities

- Leasing
 - Screen tenants using standard, non-discriminatory criteria. Landlords must not discriminate based on protected characteristics, including disability, familial status, or source of income.
 - Enforce lease requirements like any other renter.
 - Provide clear designation on whether the tenant or owner pays utilities and provides appliances in the HAP contract.
 - Landlords may not charge extra rent or side payments beyond the lease.

Housing Choice Voucher - Refresh

Landlord Responsibilities

- Maintenance and HQS Requirements
 - Owner must maintain the unit according to HQS throughout the contract
 - Life-threatening repairs must be corrected within 24 hours
- Tenant Management
 - Collect tenant rent portion and accept HAP subsidy payments. Tenant pays only a portion; the rest is covered by the PHA subsidy.

Housing Choice Voucher - Refresh

Landlord Responsibilities

- Collaboration with the PHA
 - The landlord may not terminate tenancy for the PHA's failure to pay.
 - Notify PHAs immediately if you do not receive expected subsidy
 - PHAs will work to identify and correct payment issues
 - Notify the PHA of eviction or tenant/household status changes.
 - If a household's income increases beyond program limits, continued assistance becomes ineligible, which can force termination of HAP and expose the landlord to repayment of overpaid subsidy.

Housing Choice Voucher - Refresh

Tenant Responsibilities

- Leasing
 - Find a unit that meets program requirements
- Occupancy
 - Pay their share of rent on time
 - Maintain the unit and report problems to the landlord
 - Provide accurate information and complete annual recertification
 - Report changes in income or household composition to the PHA and to the Landlord immediately

Preferred Online RFTA

For ***faster processing***, complete a RFTA online at:

Delaware.AffordableHousing.com/RFTA

1. Click on “Complete RFTA Online.”
2. Create an account or sign-in to AffordableHousing.com.
3. Choose a PHA, then enter unit information and tenant contact details.
4. Review and complete RFTA packet.
5. Sign and submit for tenant signature and PHA approval.



Alternative Paper RFTA (PHYSICAL PACKET)

Complete and Return RFTA Packet

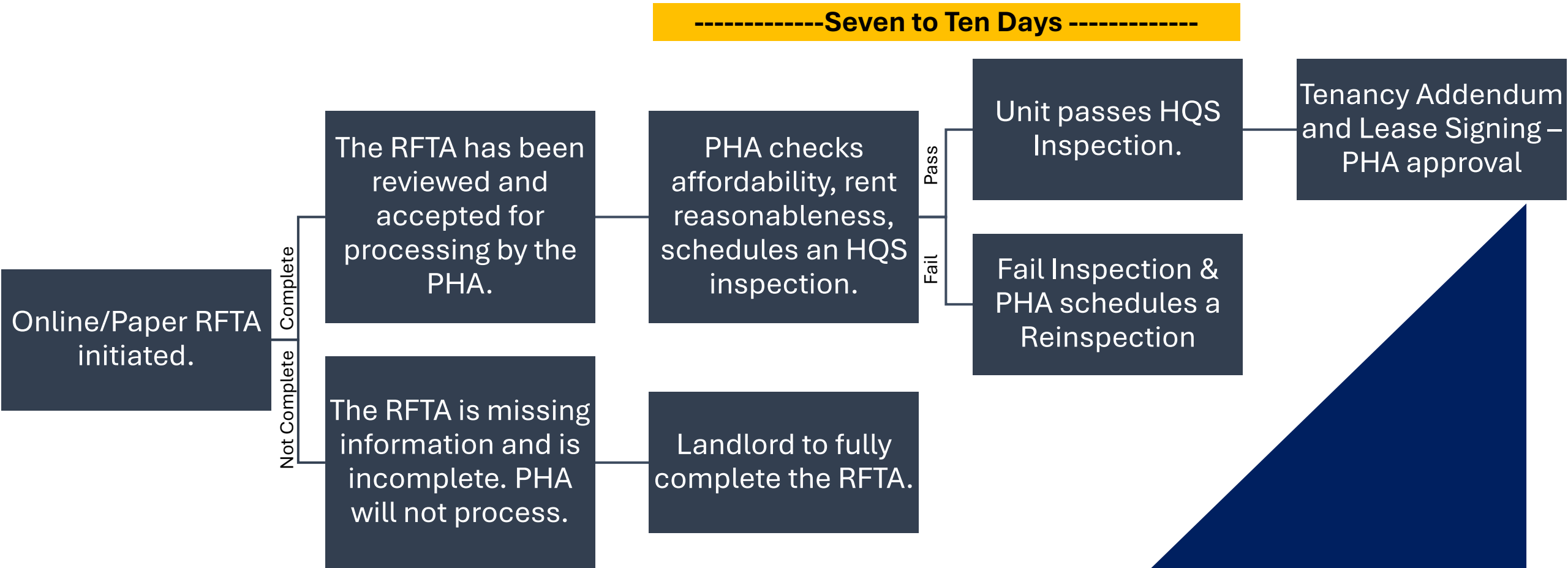
- **Attachment #1** - Landlord must read and sign the acknowledgment.
- **Attachment #2 (HUD Form 52517)** - Landlord must complete lines 2 thru 15. Both the Landlord and the Tenant must fill in their contact information, and sign and date the form.
- **Attachment #3** - Landlord and Tenant must read and sign where indicated.
- **Attachment #4** - Tenant must read, complete and sign.
- **Attachment #5 (HUD Form 52641-A)** - This Tenancy Addendum must be attached to any proposed Lease. Landlords should keep this Attachment until the lease is signed.
- **Attachment #6 (HUD Form 52580)** - Please refer to the HQS inspection checklist. The NSPIRE requirements and implementation date are subject to change pursuant to HUD guidance.

Send a completed RFTA form to RFTA@affordablehousing.com or drop off to your local housing authority office for processing.



RFTA to Lease up

-----Seven to Ten Days -----



Q&A

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/>
- New Castle County Housing Authority – housingchoicevoucher@newcastlede.gov
- Wilmington Housing Authority – rhenry-butler@whadelaware.org