

Frequently Asked Questions: August 2026 Landlord Forum - Electronic Request for Tenancy Approval (RFTA) Process

Q1. Where can copies of the presentation slides be obtained?

The slides will be posted to delaware.affordablehousing.com. Landlords are encouraged to visit delaware.affordablehousing.com/landlords. The webpage provides access to all guidance documents and presentations released since the electronic RFTA process began.

Q2. Who initiates the RFTA process — the tenant or the landlord?

The landlord initiates the electronic RFTA online. Once a completed RFTA is received, it is routed to the tenant for signature. After all signatures are obtained, the electronic RFTA request is submitted to the housing authority, and all three parties — landlord, tenant, and housing authority — receive confirmation simultaneously. The housing authority then reviews the completed RFTA.

Q3. How does the landlord portal function for those who have never completed a digital RFTA?

The digital RFTA must be accessed through delaware.affordablehousing.com. Even landlords with an existing accounts with [affordablehousing.com](https://delaware.affordablehousing.com) will not see the RFTA portal on their dashboard until they have logged in at delaware.affordablehousing.com. After logging in, select the "Landlord" tab and choose "Complete RFTA Online." Following the first submission, the portal will appear on the dashboard for all future use.

Q4. Is the electronic RFTA process free for landlords?

The RFTA service is available to Delaware landlords at no charge through a partnership between AffordableHousing.com and the Delaware Housing Authorities Association (DHAA). Landlords may complete and submit their RFTA electronically free of charge.

As part of Delaware's process, landlords who complete either a digital or paper RFTA will receive an email invitation to obtain a **complimentary Market Rent Report** for the property associated with their RFTA. This complimentary report is available only through the invitation provided after an RFTA has been completed.

Market Rent Reports are typically **\$39 per report**, but eligible Delaware landlords who receive an invitation through the RFTA process may access their report **at no cost**.

Q5. Is this portal separate from the Wilmington Housing Authority (or other local housing authority) portal?

Yes. The portal referenced here is the landlord's account on delaware.affordablehousing.com, which is entirely separate from any individual housing authority portal (for example, New Castle County) used for payments, inspections, or vendor verification. Through delaware.affordablehousing.com, landlords may also obtain vendor paperwork (if not already registered as a vendor) and list properties free of charge to communicate with prospective renters. While the platform is not affiliated with any housing authority, the housing authority will receive landlord reports through [Delaware.affordablehousing.com](https://delaware.affordablehousing.com).

Q6. If a prospective tenant currently resides elsewhere under a lease that does not expire until the end of September, how soon should the new landlord begin the RFTA process?

The process should begin as soon as an interested applicant is identified; there is no need to wait for the current lease to expire, provided the tenant is aware of and complies with the required notice to their current landlord.

Once the RFTA is signed and submitted, the Housing Authority's Inspection Department will schedule the inspection based on the date the landlord identifies the unit as "ready for inspection." The landlord may designate a future date—for example, September 29—even if the anticipated move-in date is October 1.