

Delaware Housing Choice Voucher Program

Landlord Forum

August 12, 2026



DELAWARE HOUSING
ACCESS ASSOCIATION



Dover
Housing
Authority



Agenda

Online RFTA
Walkthrough

New Releases on
Affordablehousing.com

RFTA to Lease Up
Process Review



Preferred Online Request for Tenancy Approval (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 **the correct** PHA issuing the voucher, then enter unit information and tenant contact details. Please verify tenant contact details before proceeding.
4. Review and complete RFTA packet. If there are errors in the RFTA, please reach out to RFTA@affordablehousing.com for corrections.
5. Sign and submit for tenant signature and PHA approval.

Paper RFTA (PHYSICAL PACKET For Reasonable Accommodation Only)

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 the PHA issuing the voucher for processing.



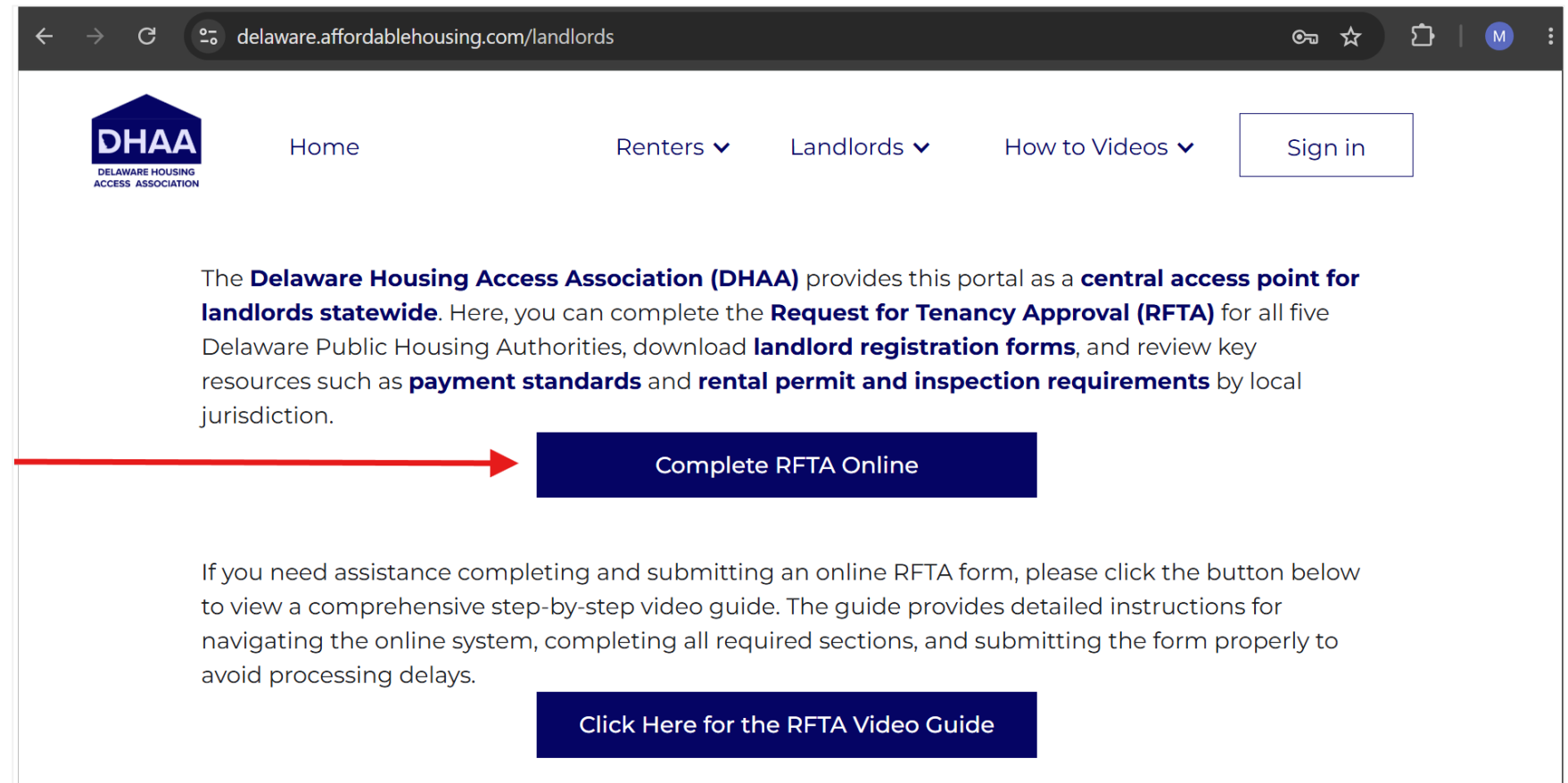
ADVISORS

CSG



Delaware.Affordablehousing.com/Landlords

Start the RFTA
submission
process here



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Home Renters ▾ Landlords ▾ How to Videos ▾ Sign in

The **Delaware Housing Access Association (DHAA)** provides this portal as a **central access point for landlords statewide**. Here, you can complete the **Request for Tenancy Approval (RFTA)** for all five Delaware Public Housing Authorities, download **landlord registration forms**, and review key resources such as **payment standards** and **rental permit and inspection requirements** by local jurisdiction.

[Complete RFTA Online](#)

If you need assistance completing and submitting an online RFTA form, please click the button below to view a comprehensive step-by-step video guide. The guide provides detailed instructions for navigating the online system, completing all required sections, and submitting the form properly to avoid processing delays.

[Click Here for the RFTA Video Guide](#)



Select the PHA

Voucher Details

Please select the Housing Authority that issued the tenant's voucher *

Delaware State Housing Authority

Select

Delaware State Housing Authority

Dover Housing Authority

New Castle County Housing Authority

Newark Housing Authority

Wilmington Housing Authority

Rental Property Details

Address *

5000 T REX AVE STE 150

Unit #

Ste 150

City *

BOCA RATON

State *

Florida

Zip *

33431

Monthly Rent *

\$ 2,100

Beds *

2

Full Baths *

1

Half Baths

Enter Property Details

Enter Renter information

Tenant Signature

Will the tenant sign electronically?* ☐ Yes ☒ No

⚠ This may delay the process, as the Housing Agency will need to manually collect the tenant's signature.

Who will be signing on behalf of the tenant?

Legal Name *

Email Address

Phone Number

Tenant Signature

Will the tenant sign electronically?* ☒ Yes ☐ No

Who will be signing on behalf of the tenant?

Legal Name *

Email Address *

Phone Number

Review and complete all forms, then sign and submit your RFTA packet

2025 DHAA RFTA v3 Required fields left: 3

Start signing

☒ The repair of the tenant-caused damages must be made by the tenant, but only in accordance with the owner's specifications and with prior written owner approval.

OR

☐ The repair of tenant-caused damages must be completed by the owner at the expense of the tenant.

This acknowledgement must be signed by the landlord or their legal representative and returned with an executed Housing Assistance Payment (HAP) Contract before the PHA can approve any subsidy payments.

I understand and acknowledge the aforementioned requirements:

Sign I know

Owner/Landlord/Lessor

Family/Tenant/Lessee

07/23/2026

Date

Date

Start signing

Thumbnails

RFTA Attachment ... (5 pages)

7 of 3 fields filled

2% of 25 fields filled

Once submitted, Renter is sent an email to sign, or AffordableHousing.com will contact Renter to sign by paper and then upload to the digital packet

View the status of your RFTA in the dashboard and by email

My Dashboard

Land Lord
Standard MemberGet Premium

 Dashboard

 Listings 7

 Inbox

 Applicants 0

 Prospects 0

 Leases 0

 Documents & Forms

 Rent Reports

 Comparables

 Help Center

 More



15 documents • Last Update 11/20/2025



Create and send a new DHAA Request for Tenancy Approval (RFTA) Landlord packet. All your previously entered information will be auto-populated for you!

[Start a new RFTA request](#)



RFTA31 DHAA Mike 20251015.pdf
Uploaded by you on 10/15/2025

Approved on 10/15/2025



RFTA35 DHAA Voucher 20251015.pdf
Uploaded by you on 10/15/2025

In Progress [Edit RFTA Package](#)



RFTA39 DHAA John 20251015.pdf
Uploaded by you on 10/15/2025

Approved on 10/15/2025



RFTA41 DHAA Joe 20251016.pdf
Uploaded by you on 10/16/2025

In Progress [Edit RFTA Package](#)



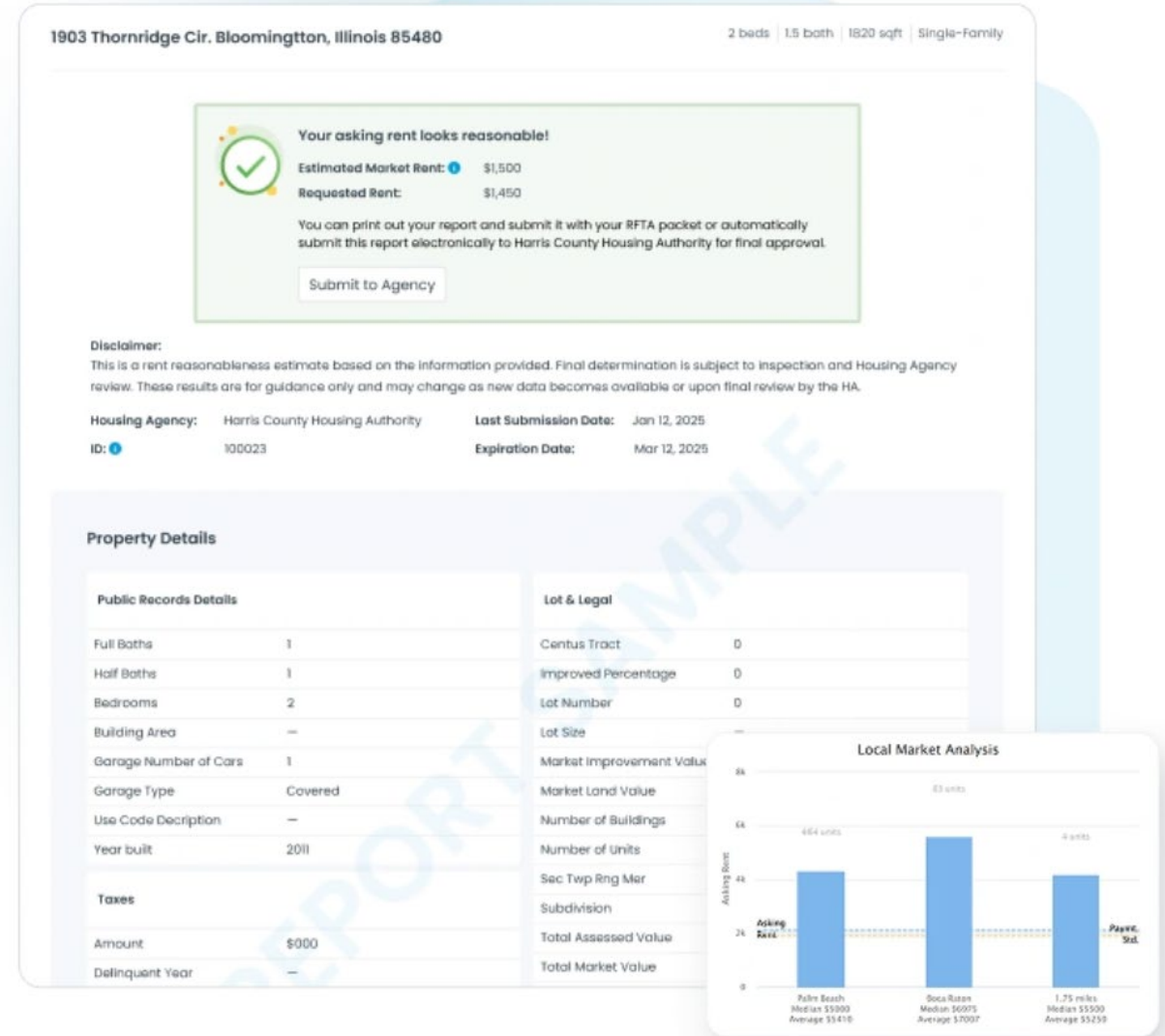
RFTA42 DHAA John 20251016.pdf
Uploaded by you on 10/16/2025

In Progress [Edit RFTA Package](#)

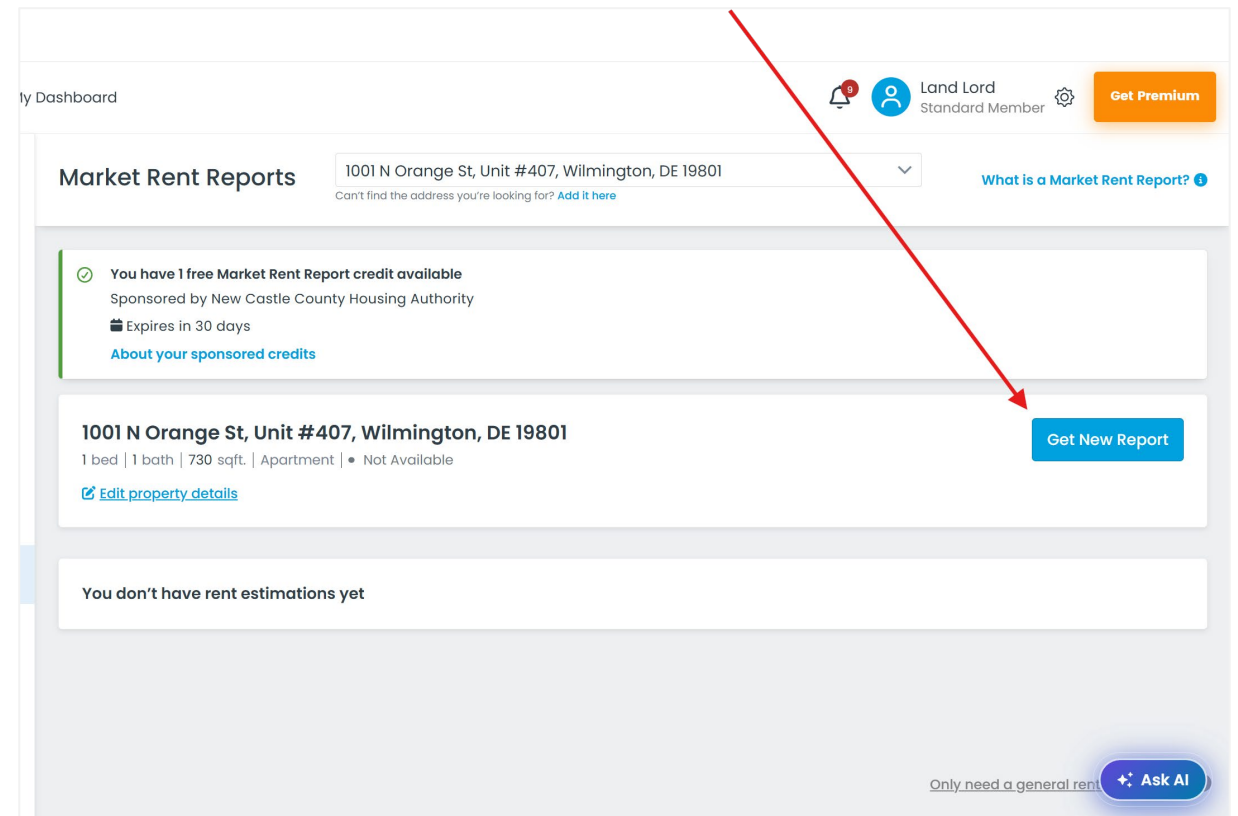
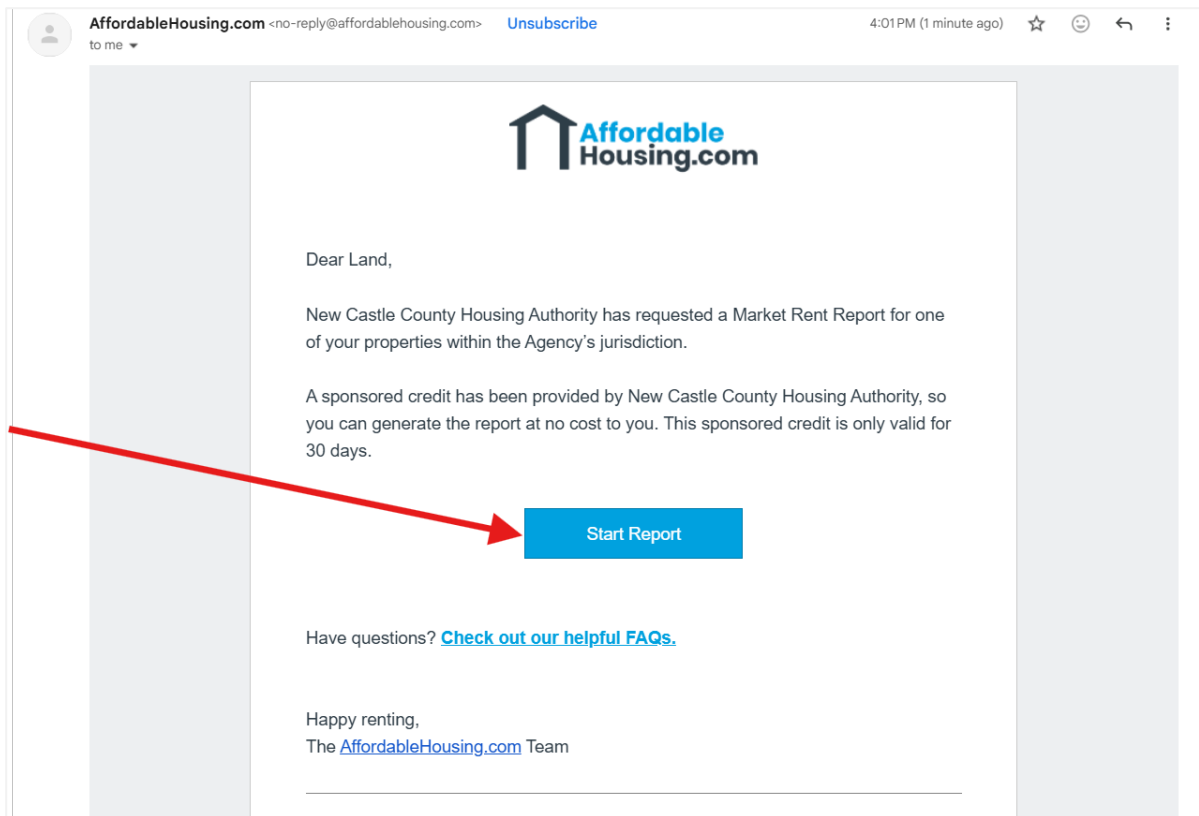
[Ask AI](#)

New! Market Rent Reports

- Complete a rent assessment when submitting a RFTA
- Speed up processing by completing your report when RFTA is submitted
- Landlords receive an email with an invitation to complete the report
- Your MRR is sent to the PHA for review with your RFTA
- This is OPTIONAL, not required to complete the RFTA
- Rent reasonableness will still be conducted by PHA



You will receive an email with a link to “Start Report”
Log in or create an account
Choose the property from the dropdown or enter property details
Click on “Get New Report”



Agree to terms then generate report

Market Rent Report

×

Terms & Acknowledgement

This report provides an estimated market rent for informational purposes only. The local Housing Agency retains sole authority for final rent determinations and may conduct independent valuations, as actual approved rent may vary due to local market fluctuations, program subsidy limits, or individual renter circumstances.

AffordableHousing.com disclaims any liability for discrepancies between this estimate and the final rent determination, including inaccuracies from third-party data sources. Reliance on this valuation is at your own discretion.

This report provides an estimated market rent calculated by AffordableHousing.com using publicly available data sources that have been aggregated, standardized, and analyzed through our proprietary valuation methodology.

☒ I agree

Cancel

Confirm & Generate Report

Market Rent Report

Print Report

×

1001 N Orange St, Unit #407, Wilmington, DE 19801

1 bed | 1 bath | 730 sqft. | Apartment



Agency-Sponsored Report

Your requested rent of \$1,615.00 looks reasonable!

This is an official rent reasonableness assessment for program compliance as requested by New Castle County Housing Authority.

Your report has been submitted to the Agency for review. Print this report and include it with your RFTA packet to help speed approval.

Print Report

Disclaimer: This rent reasonableness estimate provided by AffordableHousing.com is based on the information submitted. The final determination is subject to inspection and housing agency review. These results are for guidance only and may change as new data becomes available or upon final review by the housing agency.

Selected Housing Agency: New Castle County Housing Authority

Last Submission Date: Jul 30, 2026

Report ID: 4817

Expiration Date: Oct 28, 2026

Report Details

View your Market Rent Report

Market Rent Report

1001 N Orange St #407, Wilmington, DE 19801

1 beds | 1 bath | 730 sqft | Apartment

Agency-Sponsored Report

Your requested rent of \$1,615.00 looks reasonable!

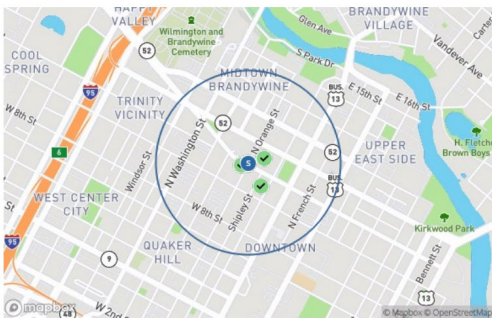
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Owner Name	Land Lord
Selected Housing Agency	New Castle County Housing Authority
ID	4817
Last Submission Date	Jul 30, 2026
Expiration Date	Oct 28, 2026
Property Details	No public records are currently available for this property.

Local Market Analysis



Local Market Analysis

Asking Rent	1015 units	757 units	514 units
	New Castle Median \$1555 Average \$1569	Wilmington Median \$1595 Average \$1595	0.25 miles Median \$1828 Average \$1844

distinct features that could adversely affect the valuation. We strive to exclude rent-controlled properties; however, due to the absence of definitive databases in some markets, inadvertent inclusions may occur. Please notify us for a revision if you identify any.

Address	Listed Rent	Property Type	Beds	Bath	Distance
1 200 W 10th St #202, Wilmington, DE 19801	\$1,695.00	Apartment	1	1	0 mi
2 200 W 10th St #202, Wilmington, DE 19801	\$1,695.00	Apartment	1	1	0 mi
3 1001 N Orange St, Wilmington, DE 19801	\$1,960.00	Apartment	1	1	0 mi
4 913 N Market St #809, Wilmington, DE 19801	\$1,695.00	Apartment	1	1	0.1 mi
5 101 W 10th St #409, Wilmington, DE 19801	\$1,845.00	Apartment	1	1	0 mi
6 1001 N Orange St #1015, Wilmington, DE 19801	\$2,054.00	Apartment	1	1	0 mi
7 1001 N Orange St #915, Wilmington, DE 19801	\$1,900.00	Apartment	1	1	0 mi
8 1001 N Orange St #101, Wilmington, DE 19801	\$1,899.00	Apartment	1	1	0 mi
9 1001 N Orange St #1S2, Wilmington, DE 19801	\$1,869.00	Apartment	1	1	0 mi

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About methodology for Rent Estimate

AffordableHousing.com adheres to HUD's rent reasonableness guidelines (24 CFR) when estimating market rent. This valuation can be used to determine market rent for a variety of purposes and is not limited to the Housing Choice Voucher (HCV) program. Our valuation considers the following nine factors: Location, Size, Type, Quality, Age of Unit, Amenities, Housing Services, Maintenance, and Utilities. We account for these factors using current local market data and comparable non-assisted rental properties.

Disclaimer

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AffordableHousing.com

3 of 4

Note to Non-customer Housing Agency

This Rent Reasonableness Report was generated using AffordableHousing.com's HUD-compliant methodology and includes market-based rental data and comparable analysis consistent with 24 CFR § 982.507.

If your Housing Authority is not currently partnered with AffordableHousing.com, please note:

You may request free online access to view rent calculations and comparable selection methodology by contacting our Housing Authority Support Team.

We welcome the opportunity to support your agency's housing efforts.

AffordableHousing.com is the nation's largest affordable housing platform, serving thousands of PHAs and property owners nationwide.

If you have questions or would like online access to this or future reports, our knowledgeable Support Team is ready to help:

(866) 466-7328 | HAsupport@affordablehousing.com.

Note to Housing Agency Clients of AffordableHousing.com

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If rent may **not** be reasonable, accept lower amount or supply supporting information

My Dashboard

Land Lord

Market Rent Report

Print Report X

1001 N Orange St, Unit #407, Wilmington, DE 19801

1 bed | 1 bath | 730 sqft. | Apartment



Your asking rent may not be reasonable. Increase your chances of approval by lowering your rent to \$1,859.23.

Estimated Market Rent: \$1,859.23

Requested Rent: \$2,000.00

Based on market analysis, a reasonable rent for this unit is \$1,859.23. Use the suggested market rent to increase your chances of approval and speed up processing.

Yes, I accept

No, keep my original rent of \$2,000.00.

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Selected Housing Agency:	New Castle County Housing Authority	Last Submission Date:	Jul 30, 2026
Report ID:	4819	Expiration Date:	Oct 28, 2026

Property Details

My Dashboard

Land Lord

Market Rent Report

Print Report X

1001 N Orange St, Unit #407, Wilmington, DE 19801

1 bed | 1 bath | 730 sqft. | Apartment



Your asking rent may not be reasonable.

Your Housing Agency may request additional data to support this rent amount. Submit comparables, rent rolls, and proof of recent renovations along with your request to help support your asking rent. [FAQs](#) on best practices for supporting your rent.

Estimated Market Rent: \$1,859.23

Requested Rent: \$2,000.00

This report has been submitted to your Housing Agency. You can still add comparables, rent rolls and proof of recent renovations to support your asking rent.

+ Add proof of recent renovation

+ Add comparable

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Selected Housing Agency:	New Castle County Housing Authority	Last Submission Date:	Jul 30, 2026
Report ID:	4819	Expiration Date:	Oct 28, 2026

Guides and videos are on the website

← → ↻ delaware.affordablehousing.com/landlords 🔍 ☆ 📁 M

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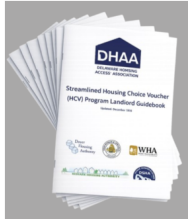
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Download the Delaware Housing Access Association "Streamlined Housing Choice Voucher (HCV) Program Guidebook Here" (updated December 2025). This guidebook is intended to be a primer on the HCV program for landlords and highlight policies and procedures that have been aligned among the DHAA partners.

← → ↻ delaware.affordablehousing.com/htvl 🔍 🔑 ☆ 📁 M

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How-to-Videos for Landlords

Whether you need assistance setting up a free property owner account on www.AffordableHousing.com or completing the online RFTA form, these step-by-step guides are designed to walk you through the process, explain the required information, and help ensure everything is submitted accurately and completely.



How to sign up for a free account



1. What is a Request for Tenancy Approval (RFTA)

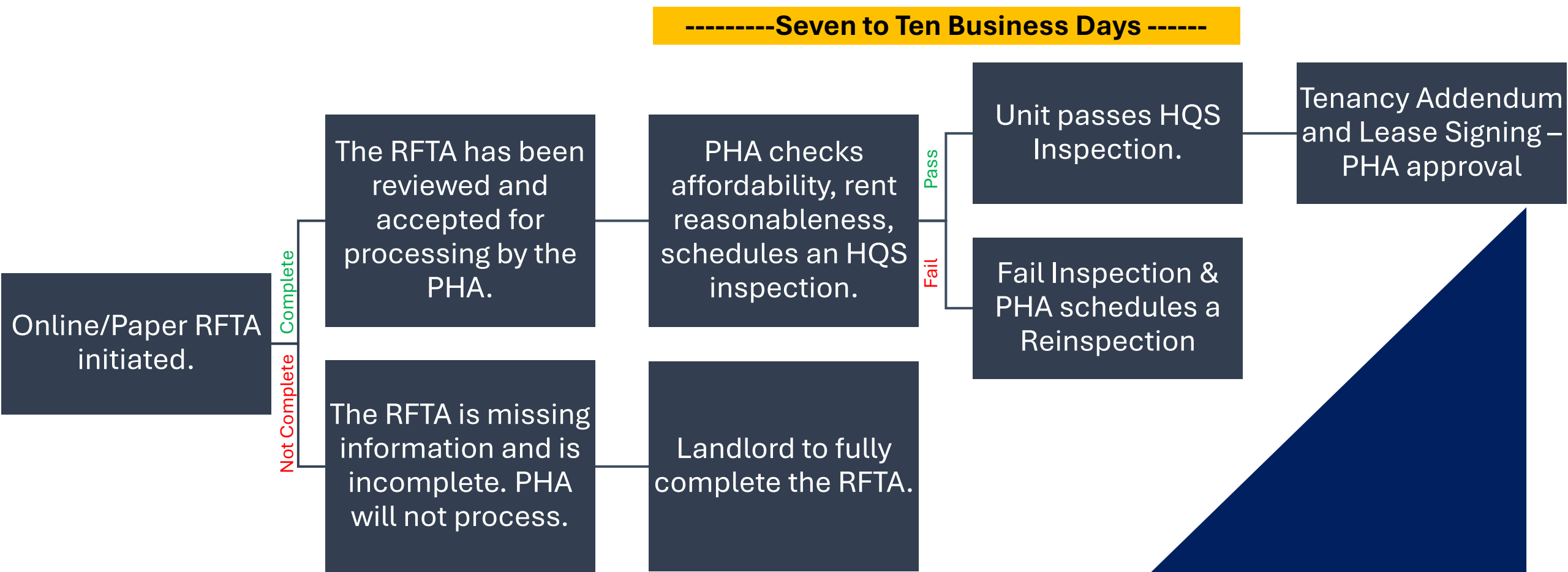


2. How to submit a digital RFTA

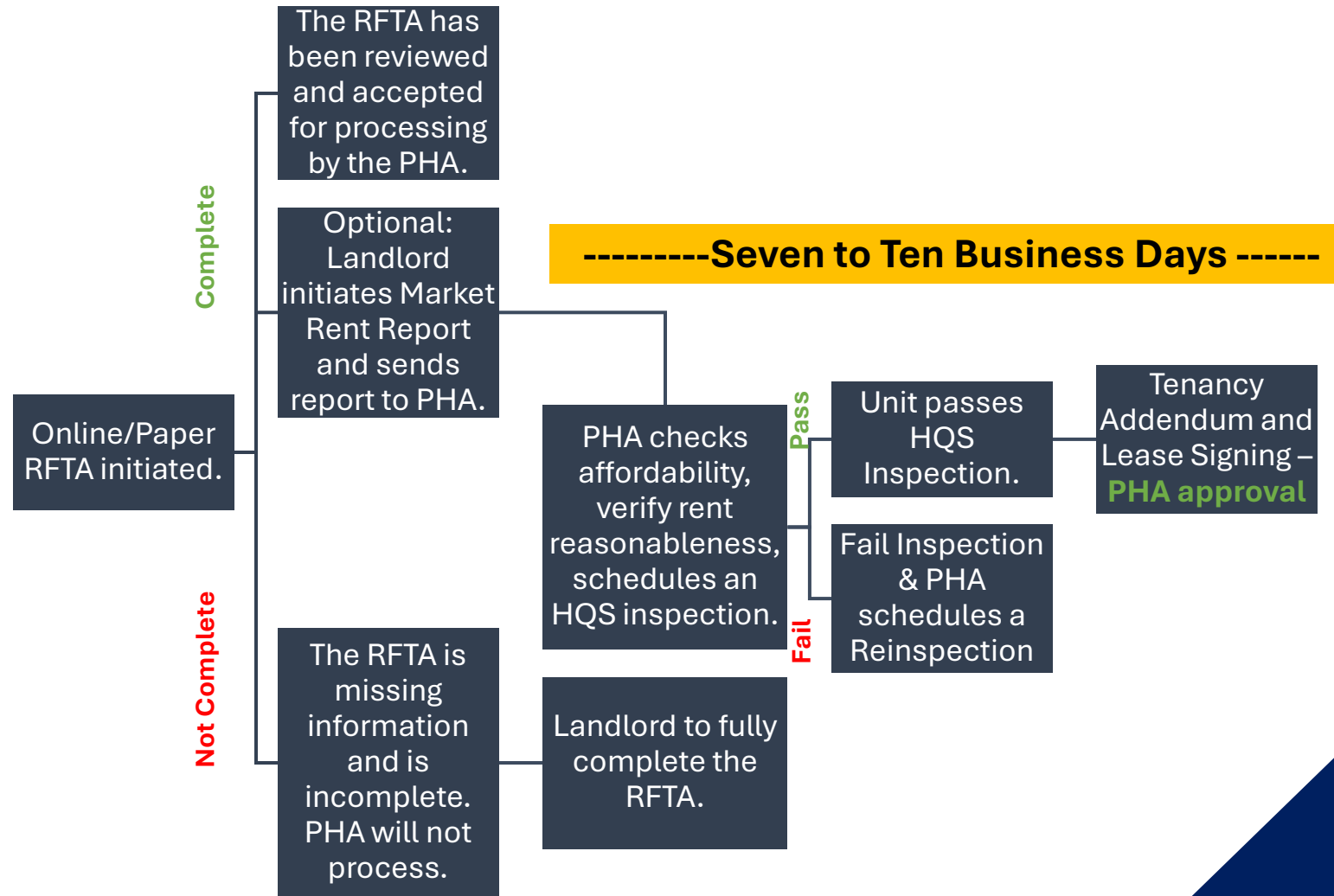


3. Vendor Registration Requirements

RFTA to Lease up – standard process



RFTA to Lease up – with market rent check



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 –
WHA_RFTA@whadelaware.org