



**Oakland Housing Authority
Request for Tenancy Approval
Housing Choice Voucher Program**

1. Address of Unit (Street Address, Apartment Number, City, State and Zip Code)

2. Proposed Leased Term

☐ 1 year ☐ Month-to-month ☐ Other (specify _____)

3. Number of
Bedrooms

4. Number of
Bathrooms

5. Year
Built

6. Security
Deposit

\$

7. Proposed
Rent

\$

8. Type of House/Apartment

☐ Single ☐ Duplex ☐ Triplex / 4-Plex ☐ Apartment (4 stories or fewer) ☐ Apartment (5+ stories) ☐ Other

9a. What date will the unit be available for inspection? _____ 9b. What date will the unit be available for occupancy? _____

10. If this unit is subsidized, indicate type of subsidy:

- ☐ Section 202 ☐ Section 221(d)(3)(BMR)
- ☐ Tax Credit ☐ Home
- ☐ Section 236 (Insured or noninsured) ☐ Not Sure
Section 515 Rural Development

11. UTILITY & APPLIANCES

The owner shall provide or pay for the utilities and appliances by an "O". The tenant shall provide or pay for the utilities and appliances indicated by a "T".
Unless specified below, the owner shall pay for all utilities and appliances provided by the owner.

			Range/Microwave	<input type="checkbox"/> O	<input type="checkbox"/> T
			Refrigerator	<input type="checkbox"/> O	<input type="checkbox"/> T
			Garbage Collection	<input type="checkbox"/> O	<input type="checkbox"/> T
			Water	<input type="checkbox"/> O	<input type="checkbox"/> T
			Other (specify)	<input type="checkbox"/> O	<input type="checkbox"/> T
<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Other	Heating	<input type="checkbox"/> O	<input type="checkbox"/> T
<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Other	Cooking	<input type="checkbox"/> O	<input type="checkbox"/> T
<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Other	Hot Water	<input type="checkbox"/> O	<input type="checkbox"/> T
<input type="checkbox"/> Electric			Lights (other electric)	<input type="checkbox"/> O	<input type="checkbox"/> T

12. Owner's Certifications.

Is this project more than 4 units and do you rent other unassisted units within this project that are comparable to the unit listed above?

☐ Yes. Complete 13.a. ☐ No. Go to 13.b.

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 units comparable unassisted units within the premises. Address and unit number include city)

Address & Unit #	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 Oakland Housing Authority 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.

☐ The owner is related to the tenant as described above _____ (Owner's initials certifying response)

☐ The owner is **NOT** related to the tenant as described above _____ (Owner's initials certifying response)

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. Tenant screening is the owner's own 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 as to whether or not the unit will be approved.

1540 Webster Street Oakland CA 94612, Tel: (510) 587-2100 Fax: (510) 587-2131

Owner**Tenant**

16. Print or Type Legal Owner Name as it appears on the grant deed		Print or Type Name of head of Household	
X Signature		X Signature (Head of Household)	
Owner address:	City:		
State:	Zip Code:	Present Address of Household (street address, apartment no., city, State & Zip Code)	
Telephone Number Home :	Cell:	Telephone Number	Date (mm/dd/yyyy)
Office:	Ext.:		
		Cell Number:	Message Phone Number:
Email Address:			
		Email Address:	
Fax Number:			

Agent

		18. Agent Authorization Statement: <i>(to be used only if an Agent or Management Agreement is not available. If Agent or Management Agreement is available, please provide a copy with this RTA form.)</i>	
17. Company/Agent:		I, _____ (owner name) Hereby authorize _____ (agent name), known hereafter as my Agent, to conduct the following business with OHA on my behalf for the unit listed above:	
Agent Address:		(Check all that apply)	
		<input type="checkbox"/> Contract with OHA and tenant (i.e. accept ret and sign lease and HAP contract)	
		<input type="checkbox"/> Receive Housing Assistance payments and tenant rent payments	
		<input type="checkbox"/> Grant Access to the rental unit	
		<input type="checkbox"/> Access contract and payment information	
		<input type="checkbox"/> Other (attach additional sheets if necessary) _____	
Phone Number Office: Ext.: Cell:		Legal Owner Signature: _____	
Please list names authorized to sign documents at this inspection.		Date _____	
1.			
2.			
3.			
Agent Signature:			
Date: _____			

1540 Webster Street, Oakland, CA 94612, Tel: (510) 587-2100, Fax: (510) 587-2131

Oakland Housing Authority
1540 Webster Street, Oakland, CA 94612
Tel: (510) 587-2100
Fax: (510) 587-2131

Please submit this form with the Request for Tenancy Approval.

Unit Amenities

Dear Owner: To ensure the most accurate contract rent with comparable units in the area, please check any of the following amenities that apply to this unit.

	Address:		
1.	What is the approximate square footage of the unit?		
2.	How many bathrooms does the unit have?		
		Yes	No
			Owner Provided
3.	Does the unit have a stove/refrigerator/microwave/dishwasher? If yes, circle:	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is there a garbage disposal?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Does the unit have washer/dryer/hookups/onsite? If yes, circle:	<input type="checkbox"/>	<input type="checkbox"/>
6.	Does the unit have a carport/off street/garage? If yes, circle:	<input type="checkbox"/>	<input type="checkbox"/>
7.	Does the house have central heating/wall/floor/baseboard? If yes, circle	<input type="checkbox"/>	<input type="checkbox"/>
8.	Does the unit have ceiling fan(s)?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Is the unit in a gated community?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Will lawn/landscape service be provided as part of the rent?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Will pest control be provided as part of the rent?	<input type="checkbox"/>	<input type="checkbox"/>
12.	Additional Rooms: Family room/Den/Formal dining room? If yes, circle	<input type="checkbox"/>	<input type="checkbox"/>
13.	Does the owner pay all utilities?	<input type="checkbox"/>	<input type="checkbox"/>
14.	Please rate property: <input type="checkbox"/> Fair <input type="checkbox"/> Average <input type="checkbox"/> Good <input type="checkbox"/> Very good		
15.	Please list any recent improvements or upgrades made in the last year:		
	1.		
	2.		
	3.		

Pre-Inspection Checklist

To ensure a Pass rating, the items listed below must be in working order or repairs completed prior to the Housing Quality Standards (HQS) Inspection. A failed inspection will create delays in new contract approval.

		Yes	No
1.	All utilities must be on (PG&E, water)	<input type="checkbox"/>	<input type="checkbox"/>
2.	Unit vacant and free of debris (interior/exterior), all owner's personal belongings removed	<input type="checkbox"/>	<input type="checkbox"/>
3.	Smoke detectors operable on each level of the home, including the basement	<input type="checkbox"/>	<input type="checkbox"/>
4.	Repairs or rehabilitation completed (painting, carpet replacement, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
5.	Doors do not have double key dead bolt locks	<input type="checkbox"/>	<input type="checkbox"/>
6.	All windows accessible from the outside must have working locks	<input type="checkbox"/>	<input type="checkbox"/>
7.	Operable heater	<input type="checkbox"/>	<input type="checkbox"/>
8.	Cover plates on all electrical outlets and light switches	<input type="checkbox"/>	<input type="checkbox"/>
9.	Operable appliances such as stove, range & refrigerator. Stove must have readable control knobs.	<input type="checkbox"/>	<input type="checkbox"/>
10.	Plumbing leaks repaired	<input type="checkbox"/>	<input type="checkbox"/>
11.	Chipping, peeling paint on any painted surface removed	<input type="checkbox"/>	<input type="checkbox"/>
12.	Free of pest or rodent infestation	<input type="checkbox"/>	<input type="checkbox"/>
13.	Water heater must have a pressure valve and a discharge pipe	<input type="checkbox"/>	<input type="checkbox"/>
14.	Bathrooms must have exhaust fan and/or window for proper ventilation	<input type="checkbox"/>	<input type="checkbox"/>

The Owner/Agent certifies that they have completed a walk-through of the unit and that it is ready for the initial inspection.

Owner/Agent Signature: _____ **Date:** _____

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 (initial (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 (initial (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. 4852(d) 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

Oakland Housing Authority Frequently Failed Items

Deteriorated paint and lead based paint. Remove all peeling, chipping or caulking paint.	No utilities All utilities must be turned on at time of inspection
No handrails four or more steps or risers require secured handrails. Porch over 30 inches off the ground require secured handrail.	Cover plates must be on all electrical outlets and light switches. Broken or cracked cover plates are not acceptable.
Missing appliances a working stove and refrigerator must be in the unit. Refrigerator/freezer handle must be present, if refrigerator/freezer is designed to have one.	Window locks all windows accessible from the outside must have working locks. If windows are openable they must stay up without a prop.
Security bars where window security bars are present in room used for sleeping/living, there must be at least one release mechanism in good working order in each room. If room has alternate exit release is not needed. Bedroom sets cannot block only window in room.	Open ground outlets all three prong outlets must be ground. Two prong outlets are acceptable. All GFI outlets must be in working condition. For a copy of the guidelines please go to: http://www.oakha.org/section8lh/attachments/Outlet_guidelines.pdf
Exterior/interior Doors Deadbolt locks on exterior doors and gates must be single cylinder (thumb-turn). Locks must be able to open from the inside without a key. Deadbolt locks and keyed door knob are not allowed on interior doors.	Water heater a $\frac{3}{4}$ overflow pipe must be present on the water heater pressure release valve and installed down to within 6 inches of the floor. Water heater must have an earthquake strap.
Stove burners must self-ignite. Stove must have readable control knobs.	Plumbing leaks must be repaired
No smoke detectors or no working batteries. There must be a working smoke detector on each level of the unit, including the basement. Smoke detector must be in a common area, hallway or living room.	Site and neighborhood broken concrete that present a tripping hazard, damaged, leaning or fallen fences must be repaired. Over grown grass and bushes must be cut / trimmed.
Debris Unit must be free of debris (interior/exterior) note: No owner belongings may be in the unit, unless stipulated in lease.	Bathroom must have an exhaust fan or window for proper ventilation. Fan or window must vent to the outside.
Heater must be operational, will be tested even in summer.	Pest/Rodents unit must be free of pest or rodent infestation.

Important Inspection Guidelines for Electrical Outlets.

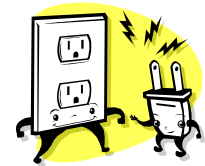
The Oakland Housing Authority is clarifying for owners and inspectors the criteria for evaluating the proper operating condition of electrical outlets using HUD's Housing Quality Standards.

Do I have to upgrade my electrical system?

- **No.**

Under Housing Quality Standards an owner does not have to upgrade the electrical system or convert two pronged outlets to three-pronged outlets. However, Owners must ensure that:

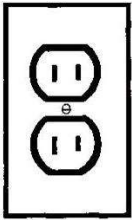
- Two pronged outlets are in proper working condition.
- Three pronged outlets are grounded or protected by GFCI



What are the basic types of outlets?

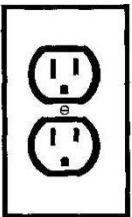
There are two basic types of outlets: two pronged and three pronged outlets.

Two pronged outlets



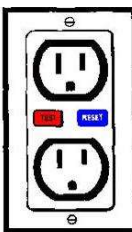
- A two pronged outlet is ungrounded and has a two-wire electrical system this includes only a hot and neutral wire.
- Original two pronged ungrounded outlets are acceptable under HQS as long as they are in proper operating condition, free of hazards.
- For two pronged ungrounded outlets the inspector will verify that the outlet is free from electrical hazard, and is in proper operating condition by simply plugging in an appliance.

Three pronged outlets



- A three pronged outlet has a three wire electrical system that includes a hot, neutral, and an additional hole for a ground wire.
- **“Upgraded” outlets**, (those changed from two pronged to three pronged outlets) are acceptable as long as the outlet is functioning as designed and in the proper operating condition. (Must be grounded or be protected by GFCI).
- In order for the inspector to test these outlets they will use an outlet tester that they plug in and note a pattern of lights that indicate if the outlet is working properly. If not, the inspector will look to verify that the outlet is protected by a **GFCI**.

What is a GFCI (Ground Fault Circuit Interrupter)?



- A GFCI senses a difference in current flow between the hot and the neutral terminals, it shuts off the flow of current to the outlet.
- A cost-effective method to upgrade from two pronged to three pronged outlet without requiring installation of a new ground wire which may require a licensed electrician to put a new wire into the circuit breaker box and may be expensive
- For GFCI outlets, the inspector will “trip” the outlet by pressing the test button. If the GFCI is installed at the circuit breaker box, the inspector will “trip” the GFCI there and verify that the power shuts off to any ungrounded outlet.

Should you have any questions feel free to contact us at 510-587-2100 or email us at ownerservices@oakha.org
For a copy of the notice issued by HUD visit their website at www.hud.gov/offices/pih/publications/notices/10/pih2010-10.pdf.



LEASED HOUSING

1540 Webster Street
Oakland CA 94612
(510) 587-2100

Previous Owner:

Address:

City, State, Zip

Client #:

Client Name:

Previous Unit Address:

Dear Property Owner:

This notice serves to inform you that your tenant (named above) has entered into a new lease with another landlord effective _____. Therefore, the Housing Assistance Payment Contract covering your property is hereby terminated effective _____.

Should the tenant remain in your unit after the cancellation date, the tenant is solely responsible for the entire daily contract rent. The Oakland Housing Authority's policy is to pay on only one rental unit at a time.

Oakland Housing Authority Representative

Date

I acknowledge that I am responsible to vacate the above referenced unit and that I am solely responsible for any period I occupy the unit after the cancellation date listed above.

Tenant Signature

Date