

SOUTH SHORE HOUSING



South Shore Housing Development Corporation
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REQUEST FOR TENANCY APPROVAL: Thank you for your interest in participating in the Section 8 Federal Voucher Rental Assistance Program. Attached is the Request For Tenancy Approval (RFTA). This form must be completed and signed by both the owner and the tenant and submitted to South Shore Housing Development Corporation (SSHDC). **Please complete all areas of this document as accurately as possible. Rent shares are calculated and the lease addendum and Housing Assistance Payment Contract will be typed using the information you will provide on this form. If the information you supply is incorrect your payment may be delayed until the correct information is provided.**

LEASE: If the owner has a lease that is used for their unassisted tenants, the same should be used for their assisted tenants. A sample copy of the owner's lease should be submitted at the same time as the RFTA. If the owner's lease is used in the program, this office will supply a HUD lease addendum and the Housing Assistance Payment Contract. SSHDC has model leases available and the owner may use that model if so desired. **Please indicate below which lease will be used:**

_____ We will use the owner supplied lease _____ We will use the SSHDC model lease

LEAD PAINT LETTER OF COMPLIANCE: If children under the age of six will be living in this unit and the building was originally constructed prior to 1978, a letter of compliance (LOC) must be submitted with the RFTA. The LOC must be issued by an inspector licensed by the Department of Public Health, and must state that the unit is in compliance with state law regarding lead paint. **An inspection of your rental unit will not be scheduled until the LOC is produced.** If the building was constructed in 1978 or later, a copy of the building permit must be provided to verify the age of the building.

SECURITY DEPOSIT: The Section 8 programs no longer have provisions for special claims. Security deposits are the **tenant's responsibility.** An owner is allowed to accept security deposits as allowed by law and they should be handled as dictated by M.G.L. c. 186.

FORM W-9: Internal Revenue Service regulations require SSHDC to report all rental payments made as part of the subsidy programs. The attached W-9 form should be completed and returned to SSHDC with the RFTA. SSHDC will not be able to process contracts without this correct information. The instructions for completing the form are incorporated therein.

WHAT HAPPENS NEXT: Once SSHDC receives the RFTA and the other necessary documents, the determination must be made whether the rent is reasonable and within program limits. Often this determination cannot be made until after the inspection. Once all parties come to terms and the unit passes inspection, the lease may begin and the contract may be executed. **SSHDC is not responsible for any part of the rent prior to the execution of the housing assistance payments contract. If the tenant moves into the unit before authorized by SSHDC, the tenant is responsible for the full amount of rent.**

If you have any questions at all, please feel free to contact SSHDC. Thank you in advance for your cooperation. **PLEASE RETURN THIS SHEET WITH THE RFTA.**

