

# WHEDA HCV Program

## Request For Tenancy Approval (RFTA Packet)

### **RFTA Packet Details:**

This packet should be provided to the Housing Provider (Owner/Landlord/Property Manager) of the rental unit that is being proposed for the Housing Choice Voucher (HCV) Program.

The 2 page RFTA Document **MUST** be completed in it's entirety, and both the housing provider and the household must review and sign and date the document before your PHA can proceed.

Once the completed RFTA is received, the PHA will send out a Housing Provider Packet to the owner/landlord/property manager that is listed on the RFTA packet.

The Housing Provider packet will need to be completed and returned to the specified PHA before the unit can be finalized for the HCV program and get approved for issuing federal rental assistance payments.

### **RFTA Packet Table of Contents (7/25/2025)**

Page 1) RFTA Packet Cover Page

Page 2) RFTA Packet Directions for Household and Housing Provider

Page 3-4) 2 page RFTA Document (**REQUIRED, MUST BE COMPLETED AND SUBMITTED TO PHA**)

Page 5-9) NSPIRE Packet

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Page 13) Sample Lease Amendment Document

## **RFTA Packet Directions**

### **Directions for Housing Provider (Owner/Landlord/Property Manager):**

Please review all the material in this packet and complete the 2 page RFTA document.

The RFTA document **MUST** be reviewed by the household and the document **MUST** be signed and dated by the housing provider and the household before it is submitted to the Public Housing Authority (PHA) for review.

Please retain the other material in the RFTA packet for your records. The material provides additional information on the rental unit leasing policies and inspection requirements for the Housing Choice Voucher program. You can always request another copy of the RFTA packet from the PHA if necessary.

### **Directions for Household:**

Review the completed RFTA document to make sure that the rental unit information listed is correct. You want to make sure the RFTA is being submitted for the correct rental unit, the correct contract rent amount, the correct tenant responsible utilities, and that you sign, date, and return this 2 page RFTA document to your PHA as soon as possible.

**DO NOT SUBMIT MORE THAN ONE (1) RFTA DOCUMENT TO YOUR PHA!**

If you submit multiple RFTA documents for different units, then you will cause confusion and your PHA will not be able to proceed in a timely manner. It can affect your household's voucher status, and it may lead to getting denied for the rental unit you want to rent. Only submit one (1) RFTA packet and stay in contact with your PHA.

Remember that your voucher time frame will get suspended, or paused, once you submit the completed RFTA document and the amount of time it takes your PHA to process the rental unit paperwork and determine if the unit can be approved for the program will get added back onto your voucher time frame if the unit is denied for the HCV program.

### **Returning the RFTA Document:**

Please return the RFTA document to your PHA listed in the header of this packet.

The RFTA document gets entered based on the time and date it was received, so submissions are encouraged to be made by email or fax whenever possible.

In case of emergencies you can always contact WHEDA directly.

Email: [hcvprogram@wheda.com](mailto:hcvprogram@wheda.com)

Fax: 608-819-4734.

# Request for Tenancy Approval

Housing Choice Voucher Program

U.S Department of Housing and  
Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
exp. 04/30/2026

When the participant selects a unit, the owner of the unit completes this form to provide the PHA with information about the unit. The information is used to determine if the unit is eligible for rental assistance.

1. Name of Public Housing Agency (PHA)			2. Address of Unit (street address, unit #, city, state, zip code)		
3. Requested Lease Start Date	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt	8. Date Unit Available for Inspection
9. Structure Type <input type="checkbox"/> Single Family Detached (one family under one roof) <input type="checkbox"/> Semi-Detached (duplex, attached on one side) <input type="checkbox"/> Rowhouse/Townhouse (attached on two sides) <input type="checkbox"/> Low-rise apartment building (4 stories or fewer) <input type="checkbox"/> High-rise apartment building (5+ stories) <input type="checkbox"/> Manufactured Home (mobile home)			10. If this unit is subsidized, indicate type of subsidy: <input type="checkbox"/> Section 202 <input type="checkbox"/> Section 221(d)(3)(BMIR) <input type="checkbox"/> Tax Credit <input type="checkbox"/> HOME <input type="checkbox"/> Section 236 (insured or uninsured) <input type="checkbox"/> Section 515 Rural Development <input type="checkbox"/> Other (Describe Other Subsidy, including any state or local subsidy) _____		

## 11. Utilities and Appliances

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

Item	Specify fuel type	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Heat Pump <input type="checkbox"/> Oil <input type="checkbox"/> Other	
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Other	
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Other	
Other Electric		
Water		
Sewer		
Trash Collection		
Air Conditioning		
Other (specify)		
		Provided by
Refrigerator		
Range/Microwave		

## 12. Owner's Certifications

- a. 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 comparable units. Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.

Address and unit number	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 PHA 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.

## 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. Such screening is the owner's 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 if the unit is not approved.

**OMB Burden Statement:** The public reporting burden for this information collection is estimated to be 0.5 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Collection of information about the unit features, owner name, and tenant name is voluntary. The information sets provides the PHA with information required to approve tenancy. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

**Privacy Notice:** The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by 24 CFR 982.302. The form provides the PHA with information required to approve tenancy. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. § 3729, 3802).

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Owner/Owner Representative Signature		Head of Household Signature	
Business Address		Present Address	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)



# WHEDA Housing Choice Voucher Program HQS/NSPIRE Inspection Standards Update

Dear Housing Providers and Program Participants,

This is notice of upcoming changes to inspection standards and the implementation of NSPIRE (National Standards for the Physical Inspection of Real Estate), for all **WHEDA** Housing Choice Voucher (HCV) and Project Based Voucher (PBV) households.

Effective **October 1<sup>st</sup>, 2025**, WHEDA's HCV Program inspection process will begin assessing units based on the new National Standards for the Physical Inspection of Real Estate (NSPIRE). NSPIRE, which will be replacing HQS, establishes a new approach to assessing housing quality inspections and strengthens physical condition standards and will be replacing the current HQS standards. Implementation of NSPIRE will ensure that the overall condition of the dwelling unit and property, including components located both inside (i.e. common areas and building systems) and outside of the building (i.e. site exteriors and grounds), and within the units are functionally adequate, operable, and free of health and safety hazards.

It is important to comply with these new requirements to avoid delays in the leasing process, life threatening fail items, or the abatement of federal rental assistance payments.

**The biggest changes are as follows:**

1. All the smoke alarm changes, placement and 10-year sealed/hard wired
2. Inspections will include the unit/inside/outside for all units, this includes the path of travel to unit on apartment buildings
3. GFCI's within 6 feet of water source
4. Interior wall holes cannot be greater than 2 inches in diameter or an accumulation of holes that are cumulatively greater than 6 inches by 6 inches.
5. Heaters must be functional year round

Units subject to inspections prior to the implementation effective date will be held to the HQS administrative and enforcement policies in place at the time the inspection was conducted, but this will also include NSPIRE standards already required for carbon monoxide detectors and smoke alarms. To further assist our participating landlords and families, enclosed with this notification is guidance material on properly preparing for a NSPIRE inspection.

For further information, please visit <https://www.hudexchange.info/programs/nspire/>.

Please reach out to [hcvprogram@wheda.com](mailto:hcvprogram@wheda.com) with questions.

Sincerely,

Housing Choice Voucher (HCV) Team

# What To Expect During An NSPIRE Inspection

*For Residents*



**1**

**Inspectors may enter all rooms and areas to complete the inspection.**



**3**

**Inspectors will lock/unlock doors, open cabinets, test plumbing, etc.**



**2**

**Loud noise may occur, such as when alarms are tested.**



- 1** Provide inspectors access to all areas and let them know if they will encounter other people or pets.
- 2** Expect loud sounds, such as beeping from smoke or carbon monoxide alarms or the opening and closing of doors.
- 3** Allow inspectors to examine all inspectable items, including doors, cabinets, kitchen appliances, plumbing fixtures, heating systems, electrical service panels, lighting, windows, etc.





# What To Expect During An NSPIRE Inspection

You may be asked to temporarily move some personal items, like clothes and plants.

Inspectors might trip electrical breakers, disrupt circuits, or turn on/off lights.

You may be asked to move personal belongings that could be safety risks.

## During the Inspection

Inspectors may request certain tasks to be completed, such as turning on/off a cooking appliance, adjusting the thermostat, or pulling a stopper from a bathtub.

Light bulbs or batteries may be changed, installed, or replaced as needed.

Inspectors will not inspect resident-owned items, such as fire extinguishers, air conditioners, or freezers for functionality.

## After the Inspection

- ▶ The public housing authority (PHA) or property representative may explain discovered deficiencies and required repair time.
- ▶ The inspector will provide the inspection results to the landlord, property manager, or PHA.
- ▶ Your PHA will follow up with a notice of reinspection dates, if applicable.

See the ***Requesting an Inspection Report*** job aid if a report is not provided.



# HQS

Housing Quality Standards

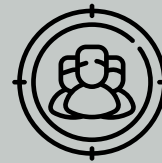
## NSPIRE vs HQS



National Standards for the Physical Inspection of Real Estate

### Location Focus

Defined basic quality housing standards based on 13 key aspects (General Regulations and HUD 52580-A)



**FOCUS**

### Resident Focus

Designed to focus on resident health and safety while addressing the increase in multifamily properties and tenant and project-based vouchers

### Inspection Locations

Living Room  
Kitchen  
Bathroom  
Other Room  
Used for Living  
All Secondary  
Heating and Plumbing



**INSPECTION**

### 3 Inspection Types/ 3 Inspection Areas

**Inspection Types:**  
Annual Self-Inspection  
Critical-to-Quality  
Critical-to-Quality Plus

**Inspectable Areas:**  
Outside  
Inside  
Unit

### Deficiency Types

Health and Safety  
Non-Health and Safety



**DEFICIENCIES**

### 3 Deficiency Categories

Condition and Appearance  
Function and Operability  
Health and Safety

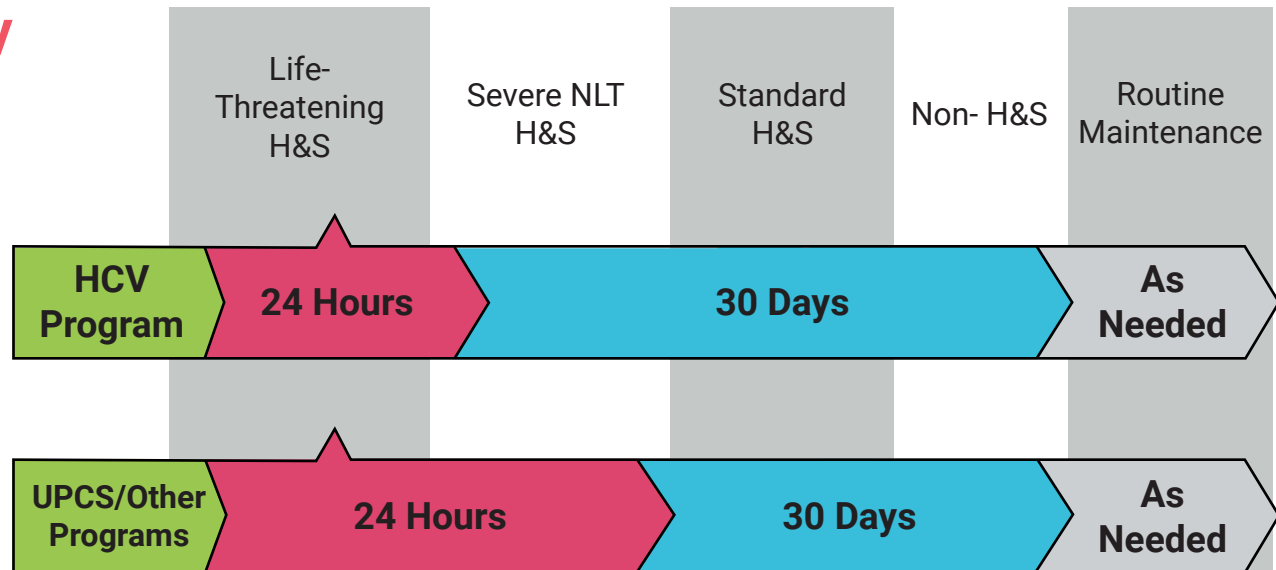
**Rationales:**  
Deficiencies based on rationales, or clear and concise explanations of the potential risk a defect presents



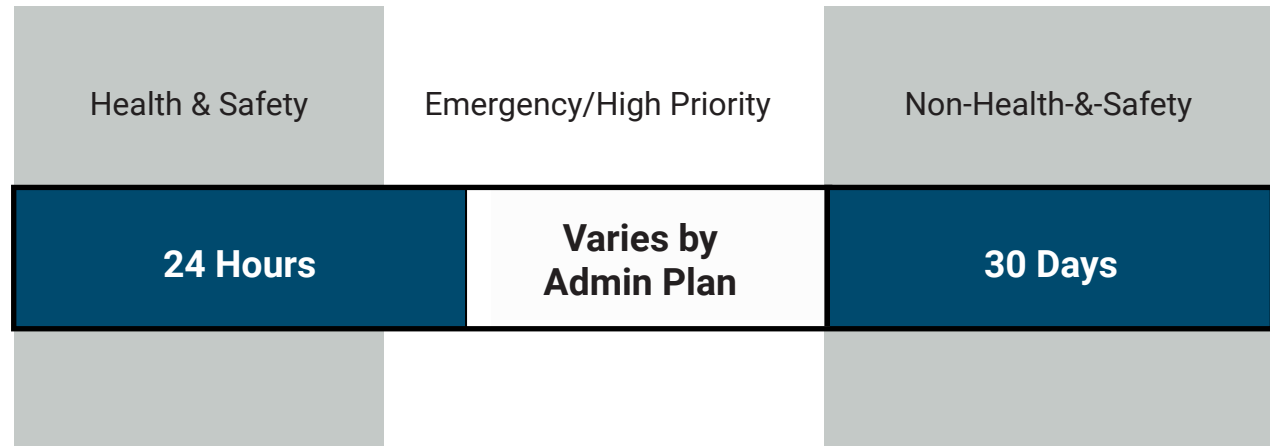


## NSPIRE vs HQS

### NSPIRE Deficiency Time of Repair



### HQS Deficiency Time of Repair



# HCV Program Physical Inspection Information

WHEDA contracted agencies must conduct an Initial Housing Quality Standard (HQS) Inspection of the proposed rental unit and the unit must pass the inspection in order to proceed for the HCV program.

WHEDA will contact the household, and include an invitation to the landlord, when scheduling the inspection virtually, in-person with a WHEDA inspector, or with a local case manager.

Initial Inspections are conducted for any household's initial lease up on the HCV program, and for any move to a new rental unit.

If the Initial inspection fails the inspection then both parties will be notified of the items that failed inspection. The responsible party will need to repair the specified items and provide written verification that the repairs have been made. The PHA must schedule a physical re-inspection of the new unit to confirm the repairs are completed, and the PHA would pass the unit if repairs are confirmed.

**\*\*Failure to correct the failed items within the specified time frame can result in denying the rental unit for the program, and the household would then be advised to find a new rental unit for the HCV program.**

If the Initial inspection passes then the PHA will advise the participant to sign the lease with an acceptable lease start date that begins on or after the date the unit passed the initial HQS inspection.

Annual or Special Request Inspections are conducted by PHA staff based on program specific timelines.

Annual inspections are conducted within twelve (12) months if the unit failed the previous inspection, or within twenty four (24) months if the unit passed the previous inspection.

Special Request inspections are conducted upon request by the tenant to inspect specific items of concern that the household has difficulty getting a landlord to address in a timely manner.

Failed Inspections have the following timelines required for making repairs based on the type of fail item-

Life Threatening fail items, such as a broken smoke detector, are 24 hour fail items that must be repaired immediately.

Non-Life Threatening fail items such as a broken cabinet doors or missing window screens are given a thirty (30) day window to make the repairs.

**Failure to make the requested repairs, or failure to provide the PHA with written notice that repairs were made on time, will result in the abatement of HAP rental assistance payments and may lead to the termination of the HAP contract and lease agreement.**

*IMPORTANT: The Housing Choice Voucher program will be adopting new inspection criteria, NSPIRE Standards, sometime in 2025. Your PHA will be providing more information on the specific inspection criteria changes that will be taking effect in the coming months. WHEDA will make sure all HCV program affiliates are informed and prepared for any changes before the new NSPIRE inspection standards take effect.*

## Physical Inspection Preparation Checklist

*Each unit rented to a Housing Choice Voucher holder must pass a Physical Inspection.*

*The checklist below is a tool for owners to prepare their unit for a physical inspection.*

*This checklist also highlights some of the common violations found during unit inspections.*

*The items on this checklist should be satisfied **prior** to the physical inspection to ensure the inspection passes.*

- The unit's previous tenant should be entirely vacated before an inspection is scheduled.
- Utilities (water, gas, electric) must be turned on for the completion of the inspection.
- No chipping or peeling paint inside or outside the unit.
- Stove must be in working order and secured.
- Refrigerator must be in working order with a good door seal.
- There must be a permanently installed working heating/cooling system.
- Hot and cold running water in the kitchen and bathroom(s).
- There must be a shower or bathtub that works.
- There must be a flush toilet that works, is securely mounted, and does not leak.
- The bathroom must have either an outside window or an exhaust fan vented to the outside.
- There must not be any plumbing leaks.
- There must not be any plugged drains (check for slow drains).
- All ground floor windows, and exterior doors shall open and close as designed and must have working locks. Doubled keyed dead bolts are not permitted.
- Each living space must have two means of fire egress (i.e., door & window)
- All electrical outlets/switches must have cover plates and be in good working condition.
- All ground fault circuit interrupters (GFCIs) must work properly.
- There must not be any missing, broken, or cracked windows.
- Bedrooms must have a working window or door for Egress. The window must stay open on its own.
- The roof must not leak. Indications of a leak are discolorations or stains on the ceiling.
- The hot water heater tank must have a temperature pressure relief valve with downward discharge pipe made of galvanized steel or copper tubing that is between six inches to eight inches from the floor or directed outside the unit (no PVC). CPVC is acceptable.
- The floor covering cannot be torn or have holes that can cause someone to trip.
- If there are stairs and railings, they must be secure.
- There must be working smoke detectors and carbon monoxide detectors (hard wired or 10 year battery) properly mounted as per Version 72 of the National Fire Protection Association (NFPA) Standards.
- All security bars and windows must have a quick release mechanism.
- All sliding glass doors must have a lock or security bar on the door that works.
- All construction/rehabilitation (painting, carpet replacement, etc.) must be completed.
- The unit must be free of infestations and rodents
- As of 12/27/2022, all units are required to have carbon monoxide detectors outside of each bedroom.

**Questions?** Please contact your PHA, or contact WHEDA directly at [hcvprogram@wheda.com](mailto:hcvprogram@wheda.com)

## **HCV Program Lease Signing Information**

- WHEDA contract agencies will advise the tenant to sign a lease ONLY if the rental unit passes the initial inspection within the specified time frame.
- Households are advised to NOT sign a lease until they get approval from their PHA because the lease is a legally binding document.
- WHEDA requires a copy of signed lease to be on file before we can finalize the rental unit for the HCV program.
- Lease dates must match up with HCV program dates and HAP rental assistance payment requirements.  
For example, if WHEDA will begin making Housing Assistance Payments (HAP) on October 1, 2022, then the lease must be on file showing a lease start date of October 1, 2022 and a passed inspection must be on file and the date must not be later than the lease start date.
- Prorated HAP payments and mid-month lease start dates are allowed for the HCV program.
- The HCV program also requires that a new lease or lease amendment for any household getting onto the HCV program for federal rental assistance payments. This is the case even if the tenant chooses to use their current rental unit for the HCV program, and they already have a signed lease on file that is still active.
- The new lease or the lease amendment will need to reflect an updated lease start date that coincides with the passed HQS initial inspection date, and if a lease amendment is used, then we'll need to specify the lease term and the contract rent amount for the rental unit.
- Your PHA can provide you with an official lease amendment document upon request. A copy of the lease amendment document is provided in this packet for reference.
- Lastly, lease terms are typically for 12 months, but the household does have the right to agree to a shorter lease term if it is in their best interest to do so. WHEDA contracted agencies will approve requested lease terms for HCV participants on a case by case basis.

## Lease Amendment (sample)

*Please contact your PHA if you need an official Lease Amendment for a household*

This Lease Amendment is hereby entered into by and between

\_\_\_\_\_ ('Landlord') and

\_\_\_\_\_ ('Tenant')

\_\_\_\_\_ ('Tenant')

\_\_\_\_\_ ('Tenant')

\_\_\_\_\_ ('Tenant')

\_\_\_\_\_ ('Tenant')

**COPY**

Landlord and Tenant(s) have previously entered into a Lease Agreement ('Lease') for

\_\_\_\_\_ (Address) for the term of \_\_\_\_\_ to \_\_\_\_\_ (Lease Term Dates),  
dated \_\_\_\_\_ (Lease Signed Date(s)) .

Landlord and Tenant(s) have agreed to amend the Lease Term Dates as follows:

\_\_\_\_\_ to \_\_\_\_\_ (New Lease Term Dates).

The Contract Rent for the above stated unit has been changed to \$\_\_\_\_\_.

With the exception of the Lease Term Dates, all of the terms, covenants and conditions of the Lease shall remain in effect.

\_\_\_\_\_  
Landlord Sign and Date

\_\_\_\_\_  
Tenant Sign and Date

\_\_\_\_\_  
Tenant Sign and Date

\_\_\_\_\_  
Tenant Sign and Date

\_\_\_\_\_  
Tenant Sign and Date

\_\_\_\_\_  
Tenant Sign and Date