Request for Tenancy Continuation

Housing Choice Voucher Program

City of Pensacola

Housing Office

Families are required to submit this Request for Tenancy Continuation to the City of Pensacola Housing Office as part of the renewal and recertification process for continued assistance under the voucher program.

1. **Name of Public Housing Agency (PHA)** **City of Pensacola** **Housing Office**	2. **Address of Unit (street, apt #, city, state, ZIP)**	
3. **Tenant Anniversary/Renewal Date**	4. **No. of Bedrooms**	5. **Proposed Rent** (If blank, we assume no change proposed)

Numbers 6, 7, and 8 to be completed by the Housing Office

6. Family Voucher Size	7. Rent Reasonable Amount	8. Approved Rent Amount

9. Utilities and Appliances

Please answer all of the following questions about the appliances and utilities in the unit by circling the correct answer.

Who pays for electric service at the unit?(Check one)	Tenant	Owner	
Does the unit have sewer service or a septic tank?If	Sewer	Septic	
the unit has sewer service, who pays for it?	Tenant	Owner	
Who pays for water service at the unit?	Tenant	Owner	
Who pays for trash service at the unit?	Tenant	Owner	
What type of heat does the unit have?	Electric	Natural Gas	Bottle Gas	Other
What type of water heater does the unit have?What	Electric	Natural Gas	Bottle Gas	Other
type of stove does the unit have?	Electric	Natural Gas	Bottle Gas	Other
If the unit has any gas appliances, who pays for gas?	Tenant	Owner	
Who supplies the unit's refrigerator?	Tenant	Owner	
Who supplies the unit's stove?	Tenant	Owner	
Have their been any changes in the types of utilities, or utility assignments, since last year?	YES	NO	

10. Owner Certifications. By executing this Request for Tenancy Continuation (RTC), the owner hereby affirms the following:

a. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the tenant family, unless Pensacola Housing has determined (and has notified the owner and the tenant family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

b. The owner understands that Pensacola Housing has not screened the tenant family's behavior or suitability for tenancy. Such screening is the owner's own responsibility.

c. The owner understands that it is the owner's responsibility to enforce the lease, and that Pensacola Housing is not party to the lease and does not hold a property management role in relation to the owner and his or her unit.

d. The owner's lease includes word-for-word all provisions of the HUD Tenancy Addendum.

e. The owner and tenant family share responsibility for ensuring that the unit meets HQS standards and is available for inspections, and for scheduling re-inspections when required. Pensacola Housing will provide written results of each inspection to the owner and tenant family. Inspection results may be delivered to the owner electronically if the owner has provided an email address to Pensacola Housing.

f. The owner is offering to extend the tenant family's lease and execute an Amendment to the initial lease and HAP contract for another twelve (12) month period.

g. The owner has given the family and Pensacola Housing the required sixty (60) day notice of any proposed rent increase in writing.

h. The owner certifies that no changes have occurred in the management, unit structure, amenities or utility obligations during the past twelve month period. If such changes occur, then in accordance with federal regulations, the owner, tenant family, and Pensacola Housing will be required to execute a new lease and HAP contract instead of an Amendment.

Print or Type Name of Owner or Authorized Representative		Print or Type Name of Head of Household	
Signature	Date (mm/dd/yy)	Signature	Date (mm/dd/yy)