

# Steps to Lease-Up

*BOTH TENANT AND LANDLORD SHOULD READ THIS CAREFULLY*

1. Tenant selects unit.
2. Tenant and landlord complete **REQUEST FOR TENANCY APPROVAL (RTA)**.
3. To submit the RTA, contact your counselor as follows during business hours (M-Th, 7AM-6PM)  
**MOVERS:** Contact Mr. Cole at 850-858-0308 / [GCole@cityofpensacola.com](mailto:GCole@cityofpensacola.com) .
4. Pensacola Housing processes RTA and confirms unit eligibility and affordability for tenant.  
**Note:** RTAs are processed in order received, and as duty rosters permit.
5. If landlord is eligible and unit is eligible and affordable, Housing contacts landlord regarding the inspection scheduling policy.
6. Landlord calls inspection department (850-858-0315) and schedules inspection.
  - a. If unit *fails* inspection:
    - i. Landlord and tenant receive letter advising what items failed and the deadline for repairs.
    - ii. Landlord completes repairs and schedules re-inspection or submits documentation.
  - b. If unit *passes* inspection: Housing contacts tenant to request utility documents
7. Rent Reasonableness (RR) is determined:
  - a. If requested rent amount exceeds RR, Housing contacts landlord to discuss possible reduction in rent.
  - b. If requested rent is within RR, requested rent is approved. Landlord is not contacted.
8. Tenant submits documentation of utilities in head of household's name, and tenant, landlord, and Housing determine occupancy date and contract start date.  
**NOTE: Tenant is responsible for full contract rent if tenant takes occupancy before the contract start date.**
9. Housing conducts Quality Control review of the contract. Housing advises landlord and tenant of contract dates, contract rent, tenant rent, and Housing Assistance Payment amounts.
10. Landlord and tenant execute lease. Housing invites landlord to submit executed lease for review. When lease is approved, landlord and Housing execute HAP Contract.
11. Monthly payments to landlord will begin on the first payment cycle after the HAP contract has been executed. New vendors must complete City of Pensacola vendor packet.

# **Notice Regarding Lead-Based Paint**

*BOTH TENANT AND LANDLORD SHOULD READ THIS CAREFULLY*

## **TENANTS:**

Lead is a highly toxic metal that may cause a range of health and behavioral problems, including damage to the brain and other vital organs like the kidneys, nerves and blood; learning disabilities; seizures; and in extreme cases, death. Some symptoms of lead poisoning may include headaches, stomachaches, nausea, tiredness and irritability. Before January 1, 1978, paint containing lead was commonly used in residences.

If you selected a rental unit that was built before January 1, 1978, then you should review its lead-based paint status with your landlord before completing the RTA or taking occupancy, even if the unit was refurbished after 1978.

## **LANDLORDS:**

Effective June 19, 2014, we've updated our RTA form. Please make sure the form is filled out fully and completely. If anything is left blank, your lease-up process may be delayed. Please pay special attention to Section 12c, regarding the lead-based paint status of your unit. One, and only one, of the 3 options must be checked. Here's some guidance on how to complete Section 12c:

- Check the first option IF, AND ONLY IF, the unit was constructed on or after January 1, 1978. Please note that this refers to original construction, not later refurbs or updates. We will use the construction date listed on the Escambia County Property Appraiser's site. If Escambia County shows a built date earlier than 1978 and you check this option, the RTA will be rejected.
- Check the second option if the entire unit, including its exterior, has been found to be lead-based paint free by a lead-based paint inspector certified under the Federal or a federally-accredited State certification program.  
NOTE: A copy of the inspector's report must be furnished upon request to the tenant and/or to Pensacola Housing.
- Check the third option if the unit was constructed before January 1, 1978 and you don't have a certification that the unit is clear from a lead-based paint inspector. If you check this option, you must provide the tenant, and Pensacola Housing, with your own disclosure regarding the unit's lead-based paint status. You may use the "Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards" form that is included with the RTA packet for this purpose. The form must be filled out completely and signed and dated by both you and the Head of Household of the tenant family.
- If you checked the first or second option under Section 12c of the RTA, you do not have to complete the "Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards" form, and it may be discarded.

**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

**Tenant ID**

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) <b>City of Pensacola Housing Department</b>			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"/> Detached Single Fam. <input type="checkbox"/> Duplex/Triplex/Quad <input type="checkbox"/> Garden Apt/Row or Townhouse <input type="checkbox"/> High Rise (10+ stories) <input type="checkbox"/> Low Rise (1-9 stories) <input type="checkbox"/> Manufactured/mobile			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 noninsured) <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 and appliances indicated below by an "O". The tenant shall provide or pay for the utilities and 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"/> Electric <input type="checkbox"/> Bottle Gas <input type="checkbox"/> Heat Pump <input type="checkbox"/> Oil <input type="checkbox"/> Other	
Cooking	<input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric <input type="checkbox"/> Bottle Gas <input type="checkbox"/> Heat Pump <input type="checkbox"/> Oil <input type="checkbox"/> Other	
Water Heating	<input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric <input type="checkbox"/> Bottle Gas <input type="checkbox"/> Heat Pump <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 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 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)



# Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards

Tenant ID \_\_\_\_\_

## 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 taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, owners must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention.

## Owner's Disclosure

(a) Presence of lead-based paint hazards (please check one box below):

☐ Known lead-based paint and/or lead-based paint hazards are present in the housing (Please explain).

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☐ Owner has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to owner (please check one below):

☐ Owner has provided the tenant with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (please list documents provided below).

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☐ Owner has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

## Tenant's Acknowledgment

(c) Tenant has received copies of all information listed above.

(d) Tenant has received the pamphlet *Protect your Family from Lead in your Home* from the Housing Agency.

## Housing Agency's Acknowledgment

(e) Housing Agency has informed the tenant of the owner's obligations under 42U.S.C.4852(d) and is aware of agency's 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 provided by those signing this document is true and accurate.

### Signatures

#### Housing Agency Representative

City of Pensacola Housing Department

Print or Type Name of HA

Signature

Print or Type Name and Title of Signatory

Date

#### Tenant

Print or Type Name of Tenant

Signature

Date

#### Owner

Print or Type Name of Owner

Signature

Print or Type Name and Title of Signatory

Date

