



LANDLORD RESPONSIBILITIES

LANDLORDS ARE RESPONSIBLE FOR THE FOLLOWING:

1. Background checks on potential tenants. While the Wilkes-Barre Housing Authority does basic criminal background checks on its participants, eligibility is only withdrawn for a limited number of violations. We do not check credit or previous landlord history. It is the landlord's or property manager's responsibility for fully screening its potential tenants.
2. Completion of the Request for Tenancy Approval. A Request for Tenancy Approval was provided to participants who are eligible to move. This form must be completed by the landlord or property manager and returned to the Section 8 office accompanied by an unsigned lease for the property in question.
3. Please review the last page of the Request for Tenancy Approval form. This contains a list of the most frequent inspection violations. This is not a complete list. There may be additional items found at the time of the Section 8 inspection.
4. Please be advised that a failure of family obligation by tenants will result in an immediate suspension of the Housing Assistance Payments following thirty day's notice.
5. Housing Assistance payments can only be made if the family is actually living in the unit.

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. 09/30/2017)

Public reporting burden for this collection of information is estimated to average .08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. The Department of Housing and Urban Development (HUD) is authorized to collect information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of the data on the family's selected unit is mandatory. The information is used to determine if the unit is eligible for rental assistance. HUD may disclose this information to Federal, State, and local agencies when relevant civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family voucher assistance.

1. Name of Public Housing Agency (PHA) Wilkes-Barre Housing Authority SECTION 8 DEPARTMENT 50 Lincoln Plaza, Wilkes-Barre PA 18702	2. Address of Unit (street address, apartment number, city, State & zip code)
--	---

3. Requested Beginning Date of Lease	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt.	8. Date Unit Available for Inspection
--------------------------------------	-----------------------	---------------------	------------------	--------------------------	---------------------------------------

9. Type of House/Apartment

Single Family Detached
 Semi-Detached / Row House
 Manufactured Home
 Garden / Walkup
 Elevator / High-Rise

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

Section 202
 Section 221(d)(3)(BMIR)
 Section 236 (Insured or noninsured)
 Section 515 Rural Development

Home
 Tax Credit

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 appliances provided by the owner.

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

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 as to whether or not the unit will be approved.

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Signature		Signature (Household Head)	
Business Address		Present Address of Family (street address, apartment no., city, State, & zip code)	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)

REQUIRED LANDLORD INFORMATION

THE CITY OF WILKES-BARRE REQUIRES A SEPARATE INSPECTION FOR ALL RENTAL PROPERTIES IN THE CITY OF WILKES-BARRE. IT IS THE LANDLORD'S RESPONSIBILITY TO CONTACT THE CITY OF WILKES-BARRE AND MAKE THESE ARRANGEMENTS. PLEASE NOTE THAT THIS INSPECTION DOES NOT TAKE THE PLACE OF THE HOUSING QUALITY STANDARDS (HQS) INSPECTION REQUIRED BY THE SECTION 8 OFFICE.

PLEASE BE ADVISED THAT NO SECTION 8 HOUSING ASSISTANCE PAYMENTS CONTRACT WILL BE PREPARED OR PAYMENT MADE UNTIL A COPY OF THE RESULTS OF THE INSPECTION IS PROVIDED TO THE SECTION 8 OFFICE.

CITY INSPECTION CONDUCTED _____ YES _____ NO

RESULTS OF CITY INSPECTION GIVEN TO SECTION 8 _____ YES _____ NO

PLEASE INDICATE YOUR STATUS REGARDING THIS PROPERTY:

_____ OWNER OF PROPERTY _____ PROPERTY MANAGER

IF THIS IS BEING COMPLETED BY A PROPERTY MANAGER, PLEASE SUPPLY THE NAME, ADDRESS, AND PHONE NUMBER OF THE ACTUAL OWNER OF PROPERTY:

OWNER'S NAME: _____

OWNER'S ADDRESS: _____

OWNER'S PHONE: _____

PROPERTY MANAGERS WILL NEED TO SUPPLY WRITTEN AUTHORIZATION FROM THE ACTUAL OWNER THAT THEY HAVE PERMISSION TO NEGOTIATE RENTS AND SIGN LEGAL CONTRACTS ON THE OWNER'S BEHALF.

TENANT/LANDLORD RELATED _____ YES _____ NO

DOES LANDLORD ALLOWS PETS _____ YES _____ NO

LANDLORD LATE CHARGES \$ _____ PLUS \$ _____ PER DAY IF RENT IS UNPAID ON THE _____ OF THE MONTH

I HAVE READ THE ATTACHED HOUSING QUALITY STANDARDS SUMMARY. I UNDERSTAND THAT IF MY UNIT FAILS THE INITIAL INSPECTION BECAUSE OF THE ITEMS LISTED ON THE ATTACHED SUMMARY, THERE IS NO GUARANTEE THAT THERE WILL BE AVAILABLE TIME FOR A RE-INSPECTION IN THE SAME MONTH.

_____ YES _____ NO

LANDLORD SIGNATURE

DATE

HOUSING QUALITY STANDARDS

BELOW IS A PARTIAL LISTING OF ITEMS RELATED TO SECTION 8 HOUSING INSPECTIONS. THIS IS NOT A COMPLETE LIST. THE UNIT THAT YOU WANT TO LEASE MUST BE IN COMPLIANCE WITH THIS LIST. THERE MAY BE OTHER ITEMS NOT ON THIS LIST THAT MAY CAUSE YOUR UNIT TO FAIL/

- No chipping and peeling paint on interior or exterior of home. All paint must be stabilized.
- All utilities must be on at time of inspection (electricity, heat, and water).
- Smoke detectors are required on each floor of the unit including the basement and attic.
- Inspector will need to gain access to the basement.
- Previous tenant must be completely moved out.
- Cannot access a bathroom or bedroom through a bathroom or bedroom. Each room must have a separate entrance.
- Handrails are required on all steps with three or more steps (risers) including the attic, cellar, exterior porches, etc.
- Exterior doors must be solid exterior doors. Interior hollow doors cannot be used as exterior doors.
- All bedroom entry doors must have lockset.
- All bedrooms must have at least one window that opens to the outside.
- All bedrooms must have at least one light fixture and one duplex receptacle or two duplex receptacles.
- Bathrooms must have a GFI outlet.
- Bathrooms must have either a window that opens or mechanical ventilation.
- Windows on the first floor and windows accessible from a roof or fire escape must have window locks (sash locks).
- All windows must be in sound working condition.
- Discharge piping required on water heater and heating system relief valves to 6" above floor.
- Heat supply must be in good working condition and can adequately heat unit.
- Appliances (stove and refrigerator) must be present for inspection and must be in proper working condition.
- There cannot be any electrical violations (outlets will be checked).
- GFI receptacles are required near water sources.
- All plumbing supply and waste lines must be working properly. (No leaks).
- Roof, chimney, porches, eaves, fascia, and gutters must be in sound condition.
- Third floor apartments must have separate fire escapes approved by local zoning and/or fire department.
- Electrical outlets in the floor are unacceptable.