



Oakland Housing Authority

How to complete the Request for Tenancy Approval (RTA)

Instructions for Owners and Agents

Please read all instruction carefully before completing the R TA

<u>Box/Line#</u>	<u>Description</u>	<u>Instructions</u>
1	Address of Unit	Write the complete address of the unit including the Unit Number, City and Zip Code
2	Proposed Lease Term	Month to Month, 1 year, etc.
3	Number of Bedrooms	Write the number of bedrooms in the unit.
4	Number of Bathrooms	Write the number of bathrooms in the unit.
5	Year Built	Write the year the unit was built.
6	Security Deposit	Write the amount of security deposit you want to collect from the tenant. The amount of the security deposit must be in compliance with state and local laws.
7	Proposed Rent	Write the total rent amount you want for the unit.
8	Type of House/Apartment	Check box for Duplex, Triplex / 4-plex, Apartment, Other (example, Single Family - detached)
9a	Date Available for Inspection	Write the date the unit will be ready for inspection (not ASAP, etc.) <i>Be sure to complete, sign and attach the Inspection Checklist.</i>
9b	Date Available for Occupancy	Write the specific date you want the lease to start (not 'now' etc.).
10	If Unit is Subsidized, Type of Subsidy	If applicable, check the type of subsidy that applies to the unit.
11	Utility and Appliances	Where applicable, check the box for the specific fuel type.
12	Owner's Certifications	(a) Provide recent rent charged for 3 comparable unassisted units in the complex (b) check the applicable box on lead- based paint. Information about Lead-based paint regulations is available through the Alameda County Lead Poisoning Prevention Program at www.aclppp.org or (510) 567-8280. (c) You (owner) certify that you are not related to the tenant
16	Owner's/Tenant's Information	Provide all information required and sign in the appropriate box. (Left Section for Owner, Right Section for Tenant). Owner's Name must be as it appears on the Grant Deed and Signature must be of owner or individual authorized to sign for the legal owner (please provide documentation).
17	Company/Agent Information	This section is required if the owner authorizes any person or entity, such as a manager, management company, or relative not listed on the Grant Deed to do business with OHA on the Owner's behalf. A copy of the Agent/ Management Agreement between the Owner and Agent is required. If an Agent Agreement is not available the <i>Agent Authorization Statement</i> is required
18	Agent Authorization Statement	If Agent/Management Agreement is not available, this section is used to give authorization to the Owner's Agent. This <i>Authorization</i> must be signed by the Legal Owner.
19	HAP Cancellation	Complete the HAP cancellation in the RTA packet if you are a current leased participant.



**Oakland Housing Authority
Request for Tenancy Approval
Housing Choice Voucher Program**

1. Address of Unit (Street Address, Apartment Number, City, State and Zip Code) _____

2. Proposed Leased Term

☐ 1 year ☐ Month-to-month ☐ Other (specify _____)

3. Number of
Bedrooms

4. Number of
Bathrooms

5. Year
Built

6. Security
Deposit

7. Proposed
Rent

\$

\$

8. Type of House/Apartment

☐ Single ☐ Duplex ☐ Triplex / 4-Plex ☐ Apartment (4 stories or fewer) ☐ Apartment (5+ stories) ☐ Other

9a. What date will the unit be available for inspection? _____ 9b. What date will the unit be available for occupancy? _____

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

☐ Section 202 ☐ Section 221(d)(3)(B)MIR

☐ Tax Credit ☐ Home

☐ Section 236 (Insured or noninsured) ☐ Not Sure
Section 515 Rural Development

11. UTILITY & APPLIANCES

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

Range/Microwave

☐ O

☐ T

Refrigerator

☐ O

☐ T

Garbage Collection

☐ O

☐ T

Water

☐ O

☐ T

Other (specify)

☐ O

☐ T

☐ Electric ☐ Gas ☐ Other

Heating

☐ O

☐ T

☐ Electric ☐ Gas ☐ Other

Cooking

☐ O

☐ T

☐ Electric ☐ Gas ☐ Other

Hot Water

☐ O

☐ T

☐ Electric

Lights (other electric)

☐ O

☐ T

12. Owner's Certifications.

Is this project more than 4 units and do you rent other unassisted units within this project that are comparable to the unit listed above?

☐ Yes. Complete 13.a. ☐ No. Go to 13.b.

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 units comparable unassisted units within the premises. Address and unit number include city)

Address & Unit #	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 Oakland Housing Authority 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.

☐ The owner is related to the tenant as described above _____ (Owner's initials certifying response)

☐ The owner is **NOT** related to the tenant as described above _____ (Owner's initials certifying response)

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. Tenant 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.

1540 Webster Street Oakland CA 94612, Tel: (510) 587-2100 Fax: (510) 587-2131

Owner**Tenant**

16. Print or Type Legal Owner Name as it appears on the grant deed		Print or Type Name of head of Household	
X Signature		X Signature (Head of Household)	
Owner address:	City:		
State:	Zip Code:	Present Address of Household (street address, apartment no., city, State & Zip Code)	
Telephone Number Home :	Cell:	Telephone Number	Date (mm/dd/yyyy)
Office:	Ext.:		
		Cell Number:	Message Phone Number:
Email Address:			
		Email Address:	
Fax Number:			

Agent

		18. Agent Authorization Statement: <i>(to be used only if an Agent or Management Agreement is <u>not</u> available. If Agent or Management Agreement is available, please provide a copy with this RTA form.)</i>	
17. Company/Agent:		I, _____ (owner name)	
Agent Address:		Hereby authorize _____ (agent name), known hereafter as my Agent, to conduct the following business with OHA on my behalf for the unit listed above:	
		(Check all that apply)	
		<input type="checkbox"/> Contract with OHA and tenant (i.e. accept ret and sign lease and HAP contract)	
		<input type="checkbox"/> Receive Housing Assistance payments and tenant rent payments	
		<input type="checkbox"/> Grant Access to the rental unit	
		<input type="checkbox"/> Access contract and payment information	
		<input type="checkbox"/> Other (attach additional sheets if necessary) _____	
Phone Number Office: Ext.: Cell:		Legal Owner Signature: _____	
Please list names authorized to sign documents at this inspection.		Date _____	
1.			
2.			
3.			
Agent Signature:			
Date: _____			

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Please submit this form with the Request for Tenancy Approval.

Unit Amenities

Dear Owner: To ensure the most accurate contract rent with comparable units in the area, please check any of the following amenities that apply to this unit.

	Address:			
1.	What is the approximate square footage of the unit?			
2.	How many bathrooms does the unit have?			
		Yes	No	Owner Provided
3.	Does the unit have a stove/refrigerator/microwave/dishwasher? If yes, circle:			
4.	Is there a garbage disposal?			
5.	Does the unit have washer/dryer/hookups/onsite? If yes, circle:			
6.	Does the unit have a carport/off street/garage? If yes, circle:			
7.	Does the house have central heating/wall/floor/baseboard? If yes, circle			
8.	Does the unit have ceiling fan(s)?			
9.	Is the unit in a gated community?			
10.	Will lawn/landscape service be provided as part of the rent?			
11.	Will pest control be provided as part of the rent?			
12.	Additional Rooms: Family room/Den/Formal dining room? If yes, circle			
13.	Does the owner pay all utilities?			
14.	Please rate property: <input type="checkbox"/> Fair <input type="checkbox"/> Average <input type="checkbox"/> Good <input type="checkbox"/> Very good			
15.	Please list any recent improvements or upgrades made in the last year:			
	1.			
	2.			
	3.			

Pre-Inspection Checklist

To ensure a Pass rating, the items listed below must be in working order or repairs completed prior to the Housing Quality Standards (HQS) Inspection. A failed inspection will create delays in new contract approval.

		Yes	No
1.	All utilities must be on (PG&E, water)		
2.	Unit vacant and free of debris (interior/exterior), all owner's personal belongings removed		
3.	Smoke detectors operable on each level of the home, including the basement		
4.	Repairs or rehabilitation completed (painting, carpet replacement, etc.)		
5.	Doors do not have double key dead bolt locks		
6.	All windows accessible from the outside must have working locks		
7.	Operable heater		
8.	Cover plates on all electrical outlets and light switches		
9.	Operable appliances such as stove, range & refrigerator. Stove must have readable control knobs.		
10.	Plumbing leaks repaired		
11.	Chipping, peeling paint on any painted surface removed		
12.	Free of pest or rodent infestation		
13.	Water heater must have a pressure valve and a discharge pipe		
14.	Bathrooms must have exhaust fan and/or window for proper ventilation		

The Owner/Agent certifies that they have completed a walk-through of the unit and that it is ready for the initial inspection.

Owner/Agent Signature: _____ **Date:** _____

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

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

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (initial (i) or (ii) below):

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

(ii) _____ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (initial (i) or (ii) below):

(i) _____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) _____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

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

(d) _____ Lessee has received the pamphlet Protect Your Family from Lead in Your Home.

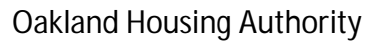
Agent's Acknowledgment (initial)

(e) _____ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852(d) and is aware of his/her 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 they have provided is true and accurate.

_____ Lessor	_____ Date	_____ Lessor	_____ Date
_____ Lessee	_____ Date	_____ Lessee	_____ Date
_____ Agent	_____ Date	_____ Agent	_____ Date



Rent Roll Form

[illegible][illegible]

Oakland Housing Authority Frequently Failed Items

Deteriorated paint and lead based paint. Remove all peeling, chipping or caulking paint.	No utilities All utilities must be turned on at time of inspection
No handrails four or more steps or risers require secured handrails. Porch over 30 inches off the ground require secured handrail.	Cover plates must be on all electrical outlets and light switches. Broken or cracked cover plates are not acceptable.
Missing appliances a working stove and refrigerator must be in the unit. Refrigerator/freezer handle must be present, if refrigerator/freezer is designed to have one.	Window locks all windows accessible from the outside must have working locks. If windows are openable they must stay up without a prop.
Security bars where window security bars are present in room used for sleeping/living, there must be at least one release mechanism in good working order in each room. If room has alternate exit release is not needed. Bedroom sets cannot block only window in room.	Open ground outlets all three prong outlets must be ground. Two prong outlets are acceptable. All GFI outlets must be in working condition.
Exterior/interior Doors Deadbolt locks on exterior doors and gates must be single cylinder (thumb-turn). Locks must be able to open from the inside without a key. Deadbolt locks and keyed door knob are not allowed on interior doors.	Water heater a $\frac{3}{4}$ overflow pipe must be present on the water heater pressure release valve and installed down to within 6 inches of the floor. Water heater must have an earthquake strap.
Stove burners must self-ignite. Stove must have readable control knobs.	Plumbing leaks must be repaired
No smoke detectors or no working batteries. All smoke detectors must be 10-year sealed battery or hard-wired.	Site and neighborhood broken concrete that present a tripping hazard, damaged, leaning or fallen fences must be repaired. Over grown grass and bushes must be cut / trimmed.
Debris Unit must be free of debris (interior/exterior) note: No owner belongings may be in the unit, unless stipulated in lease.	Bathroom must have an exhaust fan or window for proper ventilation. Fan or window must vent to the outside.
Heater must be operational, will be tested even in summer.	Pest/Rodents unit must be free of pest or rodent infestation.

Important Inspection Guidelines for Electrical Outlets.

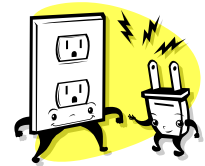
The Oakland Housing Authority is clarifying for owners and inspectors the criteria for evaluating the proper operating condition of electrical outlets using HUD's Housing Quality Standards.

Do I have to upgrade my electrical system?

- **No.**

Under Housing Quality Standards an owner does not have to upgrade the electrical system or convert two pronged outlets to three-pronged outlets. However, Owners must ensure that:

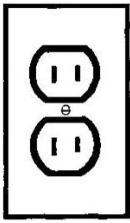
- Two pronged outlets are in proper working condition.
- Three pronged outlets are grounded or protected by GFCI



What are the basic types of outlets?

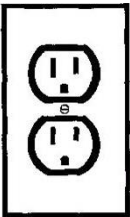
There are two basic types of outlets: two pronged and three pronged outlets.

Two pronged outlets



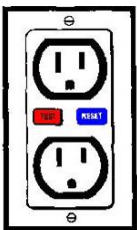
- A two pronged outlet is ungrounded and has a two-wire electrical system this includes only a hot and neutral wire.
- Original two pronged ungrounded outlets are acceptable under HQS as long as they are in proper operating condition, free of hazards.
- For two pronged ungrounded outlets the inspector will verify that the outlet is free from electrical hazard, and is in proper operating condition by simply plugging in an appliance.

Three pronged outlets



- A three pronged outlet has a three wire electrical system that includes a hot, neutral, and an additional hole for a ground wire.
- **“Upgraded” outlets**, (those changed from two pronged to three pronged outlets) are acceptable as long as the outlet is functioning as designed and in the proper operating condition. (Must be grounded or be protected by GFCI).
- In order for the inspector to test these outlets they will use an outlet tester that they plug in and note a pattern of lights that indicate if the outlet is working properly. If not, the inspector will look to verify that the outlet is protected by a **GFCI**.

What is a GFCI (Ground Fault Circuit Interrupter)?



- A GFCI senses a difference in current flow between the hot and the neutral terminals, it shuts off the flow of current to the outlet.
- A cost-effective method to upgrade from two pronged to three pronged outlet without requiring installation of a new ground wire which may require a licensed electrician to put a new wire into the circuit breaker box and may be expensive
- For GFCI outlets, the inspector will “trip” the outlet by pressing the test button. If the GFCI is installed at the circuit breaker box, the inspector will “trip” the GFCI there and verify that the power shuts off to any ungrounded outlet.

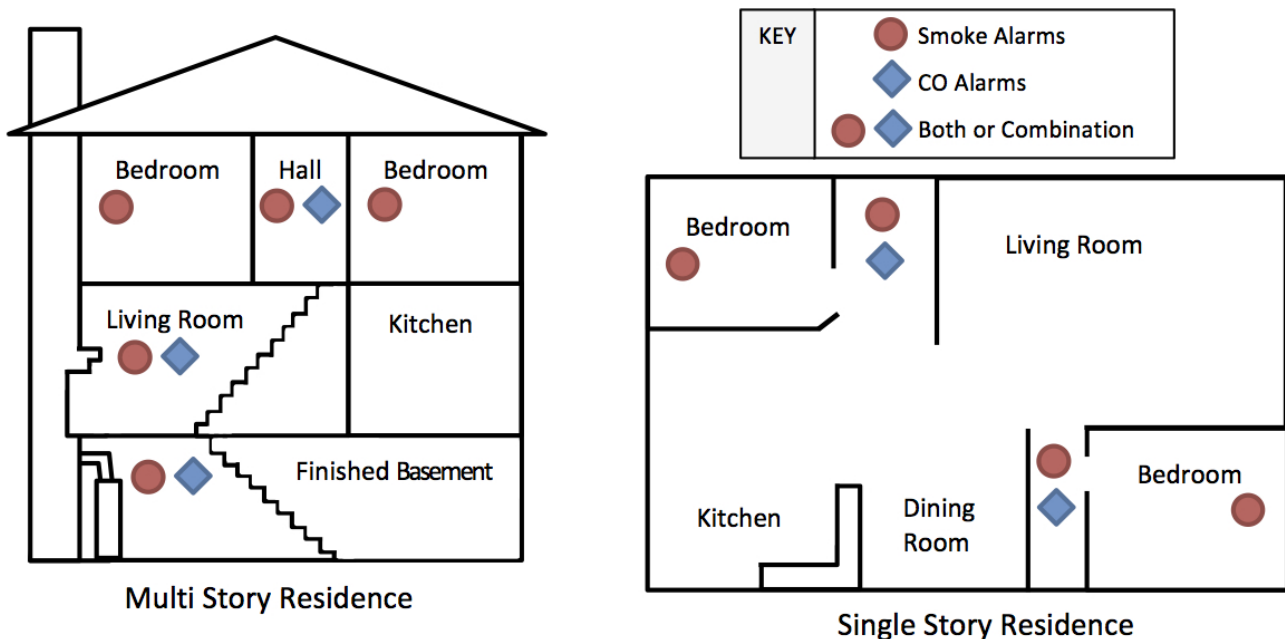
Should you have any questions feel free to contact us at 510-587-2100 or email us at ownerservices@oakha.org
For a copy of the notice issued by HUD visit their website at www.hud.gov/offices/pih/publications/notices/10/pih2010-10.pdf.

Important Inspection Guidelines for Smoke Detectors

Per HUD PIH Notice 2024-26 issued on August 9, 2024:

The unit must include at least one **battery-operated** (all battery-operated smoke detectors must be 10-year, sealed battery, tamper-resistant detectors) or **hard-wired** smoke detector, in proper working condition, in the following locations:

- On each level of the unit;
- Inside each bedroom;
- Within 21 feet of any door to a bedroom measured along a path of travel; and
- Where a smoke detector installed outside a bedroom is separated from an adjacent living area by a door, a smoke detector must also be installed on the living area side of the door.





LEASED HOUSING

1540 Webster Street
Oakland CA 94612
(510) 587-2100

Previous Owner:

Address:

City, State, Zip

Client #:

Client Name:

Previous Unit Address:

Dear Property Owner:

This notice serves to inform you that your tenant (named above) has entered into a new lease with another landlord effective _____. Therefore, the Housing Assistance Payment Contract covering your property is hereby terminated effective _____.

Should the tenant remain in your unit after the cancellation date, the tenant is solely responsible for the entire daily contract rent. The Oakland Housing Authority's policy is to pay on only one rental unit at a time.

Oakland Housing Authority Representative

Date

I acknowledge that I am responsible to vacate the above referenced unit and that I am solely responsible for any period I occupy the unit after the cancellation date listed above.

Tenant Signature

Date