



City of Pittsburg

Community Access Department - Housing Authority Division
916 Cumberland Street, Pittsburg, CA 94565
Tel: (925) 252-4830 FAX (925) 427-2715 TTY: (925) 427-7950

Tenant Name: _____
ATD: _____

LANDLORDS/PROPERTY MANAGERS

If the owner (including a principal or other interested party) of the property is the parent, child, grandparent, grandchild, sister or brother of any member the family, **PLEASE STOP** and refer to page 2 of the RTA Section 12 – Owner's Certifications, Part b.

The following information/document **MUST** be submitted with this Request for Tenancy Approval (RTA) packet:

1. Proof of ownership: Recorded Grant Deed (must have filed document number and show owner's name and address of the unit)
2. Copy of current driver's license and social security card, EIN or Tax Payer Identification Number of owner and property manager. In case of an LLC, same requirements for named representative.
3. Copy of management agreement between the owner and property manager and in case of an LLC copy of the Articles of the Organization.

Prospective landlords may review tenant file to research tenant history by appointment only.

Request for Tenancy Approval (RTA) Process:

- Once submitted, the Inspection Department will review and conduct a rental survey, negotiate with the owner (if necessary), and schedule the inspection date within 15 calendar days.
 - Federal Regulation requires for the unit to be inspected for Housing Quality Standards (HQS) safety within 15 days of submission of the "Request for Tenancy Approval" packet.
- The lease and contract will be prepared by the assigned Housing Representative after the inspection passes. The Housing Representative will contact the landlord and tenant when the documents are ready for signature.



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FRIENDLY REMINDERS AT INSPECTIONS FOR LANDLORDS AND TENANTS

The following California Codes are now being enforced. Please note the following:

- 1) **ALL utilities MUST be ON for inspection (gas, electricity and water.)**
- 2) Smoke detectors must be installed in each bedroom in addition to previous requirements.
- 3) The water heater drip line located inside a building shall be provided with a drain, not smaller than the relief valve outlet, of galvanized steel, hard drawn copper piping and fittings and shall extend from the valve to the outside of the building with the end of the pipe not more than two (2) feet nor less than six inches above the ground or the flood level of the area receiving the discharge and pointing downward. The terminal end should be 2" with a downward turn and not threaded.

If the owner/manager selects to correct the above described deficiency, a signed off permit must be submitted. However, if the owner/manager selects to have the work done by a plumber, a billing receipt with the vendor contractor's license number must be submitted.

- 3) Housing inspections may be provided by members of the Building Div.

The next set reflects those that are in place.

- 1) The door leading from the interior of the unit into the garage, must be self latching.
- 2) The water heater must be double strapped to meet seismic standards.
- 3) If there is a garage door opener, it must plug directly into its own receptacle. (No extension cords or other means of plugging in are allowable.)
- 4) The dishwasher must not drain out the air gap, but rather through the drain in the sink.
- 5) Remember, that any outlet near water or by slab indoors or outdoors, must either be grounded or a GFCI installed.

We hope this listing of reminders will help in making the annually scheduled inspections easier, less stressful and allow more time for the home owner/manager to comply. As always, at move-in inspections, please be sure the unit is empty, sanitary and ready for habitation.

Sincerely,

City of Pittsburg Housing Authority
Inspection Department

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. 9/30/2012)

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.

Eligible families submit this information to the Public Housing Authority (PHA) when applying for housing assistance under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The PHA uses the information to determine if the family is eligible, if the unit is eligible, and if the lease complies with program and statutory requirements. Responses are required to obtain a benefit from the Federal Government. The information requested does not lend itself to confidentiality.

1. Name of Public Housing Agency (PHA) 2. Address of Unit (street address, apartment number, city, State & zip code)

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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
 Older Home Converted Mobile Home Older Multi-Family Single Family Detached
 High Rise Row House/Garden Apt. Two/Three Family (Duplex)

10. If this unit is subsidized, indicate type of subsidy:
 Section 202 Section 221(d)(3)(B)(R) 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 <input type="checkbox"/> Other		
Cooking	<input type="checkbox"/> Natural Gas <input type="checkbox"/> Bottle Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal <input type="checkbox"/> 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 <input type="checkbox"/> 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)



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OWNER OR AGENT MUST COMPLETE

Checks are to be made payable to:

Name (Please print clearly)

Mailing address

City

State

Zip Code

Tax ID Number or Social Security Number for Form 1099

Landlord certification:

1. Have you rented any of your units to Section 8 tenants? Yes No
2. Has this unit ever been leased under the Section 8 Program? Yes No
3. Is the PGE and water turned on (utilities must be on for inspection)? Yes No
4. Are the pilot lights lit at heater/water heater (required for inspection)? Yes No
5. Are appliances supplied by the owner in place and working? Yes No
6. Are there any open permits or any code complaints on the unit? Yes No
7. If there are multiple units, are there water meters for each unit? Yes No
8. If there are multiple units, are there PGE meters for each unit? Yes No

The landlord certifies the following amenities are provided (check and circle all that applies):

- | | | | |
|---|---|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Range/Oven | <input type="checkbox"/> Air conditioner: Central | <input type="checkbox"/> Cooler | <input type="checkbox"/> Wall |
| <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Blinds | <input type="checkbox"/> Drapes | <input type="checkbox"/> Curtains |
| <input type="checkbox"/> Garbage Disposal | <input type="checkbox"/> Garage: 1 car | <input type="checkbox"/> 2 car | <input type="checkbox"/> Detached |
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Security Alarm System | | |
| <input type="checkbox"/> Microwave | <input type="checkbox"/> Sprinkler System: Front yard | | <input type="checkbox"/> Back yard |
| <input type="checkbox"/> Washer and Dryer Hook-up | <input type="checkbox"/> Patio: Concrete | <input type="checkbox"/> Wood | <input type="checkbox"/> Covered |
| <input type="checkbox"/> Washer / Dryer | <input type="checkbox"/> Storage Shed | | |
| <input type="checkbox"/> Fireplace | <input type="checkbox"/> Wall to Wall Carpet | <input type="checkbox"/> Hardwood | <input type="checkbox"/> Laminate |
| <input type="checkbox"/> Bathroom(s): ___ Full ___ Half | <input type="checkbox"/> Square Footage: _____ | | |
| <input type="checkbox"/> Other: _____ | | | |

I certify as the owner/agent/landlord of the property stated on the Request for Tenancy Approval, the above information is true and correct. All appliances provided are in place and working. I certify the utilities are turned on at the unit, the pilot lights are lit at the heater and water heater and there is running water at the rental unit.

Owner/Agent Signature

Date

I certify as the Inspector the above information was noted and present during inspection.

Inspector Signature

Date



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LANDLORD/TENANT RELEASE

LANDLORD RELEASE:

We, hereby allow a representative from the City of Pittsburg Housing Authority (COPHA) to enter the property located at _____, Pittsburg, California, for the purpose of conducting an inspection. I further release and hold harmless any representative of COPHA conducting an inspection of the subject property from any claims, liability or damage arising from or during the inspection.

TENANT(S) RELEASE:

I further authorized the City of Pittsburg Housing Authority (COPHA), pursuant to federal regulation §982.307, to release information to property owner(s)/prospective landlord(s) who are considering my family as a potential tenant and/or personal representative(s):

(Name of prospective landlord)

Authorized information may include the following:

1. My family's current address as listed in the COPHA's records;
2. The name and address of the owner of my family's current and prior address;
3. Information in COPHA's possession about my family, including information about the tenancy history of unit inspections, lease violations or about drug trafficking by my family members.

This release is executed with full knowledge and understanding that the information requested is for the official use of COPHA or, for use by stated prospective landlord.

Owner/Agent Signature

Date

Head of Household Signature

Date

Other Adult Signature

Date

Other Adult Signature

Date

Other Adult Signature

Date

Other Adult Signature

Date