



New Unit/Lease Renewal Paperwork for CoC RRH Services

- ☐ Send Landlord **RTA (Request for Tenancy Approval)** and **Lead Paint Disclosure**.
 - **RTA (Request for Tenancy Approval):** This document has the landlord indicate what the dates of the lease will be, security deposit, rent amount, and utilities that we'll be responsible for.
 - **Lead Paint Disclosure:** This document identifies if the building was built prior to 1978 and if the landlord has any knowledge of lead-based paint within the unit/building/ exterior.'
- ☐ After receiving back the above paperwork, complete the appropriate **Utility Allowance Worksheet ([Utility Allowances](#))** & **Rent Reasonableness** Documents.
 - **Utility Allowance Worksheet:** You'll need to use the worksheet that corresponds with the correct zone & unit type. Base the utility calculations off what the landlord filled in on the RTA.
 - **Rent Reasonableness:** Rent Reasonable standards require that we find 3 comparable units and complete the rent reasonable document. Comparable means: same area (neighborhood, town), same size unit, same type of unit (apartment, house, duplex, etc.). You'll need to show some math on the worksheet as well, averaging the gross amount of the 3 comparable units and adding \$50.
 - i. Ex: Unit 1: \$700 + Unit 2: \$850 = Unit 3: \$780 = \$2,330 / 3 = \$776.66 + \$50 = \$826.66.
 - ii. The proposed unit can be no more than \$50 more than the average of the comparable units, so \$826.66 in this example.
- ☐ Once this is complete, an **HQS Inspection** will need to be done on the unit. We cannot enter any contracts with the landlord for promise of payment until the inspection passes.
- ☐ Once the inspection passes, the following paperwork will need to be completed with the landlord:
 - ☐ **Rental Assistance Agreement for CoC Rapid Rehousing:** This is our contract with the landlord, promising to make a monthly rental assistance payment on behalf of the tenant.
 - ☐ **Security Deposit Agreement:** This is the agreement between Newcap and the landlord that we are paying the security deposit, and that the security deposit should be returned to the tenant at the end of the lease.

- ☐ **Last Month's Rent Addendum:** This states that we are paying last month's rent ahead of time, and that if the tenant moves out prior to the end of the lease, the last month's rent needs to be returned to Newcap.
- ☐ Client completes the following with the landlord:
 - ☐ Landlord Lease
 - ☐ **VAWA Addendum**
 - ☐ **DV Addendum**
- ☐ You'll also want to obtain the landlords **W9** at this time, so finance knows where to send the checks to.
- ☐ Next, complete the **WIBOS Income Rent Calculation Form, Family Report Summary, and Client-Leased Rental Contribution Letter**. Send the Family Report Summary and Client-Leased Rental Contribution Letter to finance and the OD that oversees the service.
- ☐ Complete **WIBOS Lead Safe Housing Rule** document for file. This does not require landlord or client signature.
- ☐ At Move In:
 - ☐ Provide client with a copy of their **Client-Leased Rental Letter**.
 - ☐ Provide client with VAWA information and have them sign the **VAWA signature page**.
 - ☐ Remind client that they need to turn in their Check In Form to their landlord within 7 days.
 - i. Offer to take photos of the unit for the client, so they have them if they need them in the future for documentation of what the unit looked like at move in. If they would like photos, take photos of the unit & upload to [Unit Pictures](#), under the funding source, labeled accordingly. *Ex: 123 Main St Move In Photos 1.1.2024.*