



Western Piedmont Council of Governments

Regional Housing Authority

Steps to Assistance

This outlines each step that must be completed, as applicants become tenants.

- **Step 1 – Pre-Application for the waiting list**
 - The RHA determines eligibility within 30 days of receiving a pre-application. Applicants are notified by mail of the determination. If an applicant is considered eligible, they receive a *Verification of Eligibility* letter that states their position on the waiting list. If an applicant is considered ineligible, they receive a notice of denial.
- **Step 2 – The RHA Determines Final Eligibility**
 - Applicants are selected from the waiting list. Income, household composition, and preferences are verified. If determined eligible, applicants are scheduled to attend a briefing and receive a voucher.
- **Step 3 – Briefing Session/Voucher Issued**
 - Applicants receive a 60 day voucher, program regulations/policies and a Request for Tenancy Approval (RFTA) packet.
- **Step 4 – Family Chooses Where to Live**
 - Families take their RFTA to a property owner or property manager of their choice. It must be completed and returned to the RHA within their 60-day voucher period.
- **Step 5 – Owner Approves Family**
 - Property owners and managers are able to determine if a family is eligible for their unit.
- **Step 6 – The RHA Approves the RFTA**
 - The RHA determines affordability of the unit and performs HUD required calculations to determine the families estimated portion of rent. Applicants are notified within 3 days of RFTA determinations.
- **Step 7 – Inspection**
 - After receiving a completed RFTA that is determined affordable to the prospective tenant, the RHA performs an inspection within 15 business days.
- **Step 8 – Lease and Housing Assistance Payment (HAP) Contract**
 - When the unit passes inspection, the property owner/manager and tenant sign a lease and submit a copy to the RHA. The lease is used to create the HAP contract. The contract is sent to the property owner/manager for final approval and signature.
- **Step 9 – Payments**
 - The Property owner/manager returns the signed contract and payments are released on the second business day of each month.



It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin.