| **Administrator:**  | **Contract/RSP Number:**  |
| --- | --- |
| **Administrator Address:**  |  **Phone:**  |
| **Tenant Name:**  |
| **Unit Address:**  | **Number of Bedrooms:**  |
| **Landlord Name:**  |
| **Landlord Address:**  | **Phone:**  |

**Purpose of** **this form:** This form serves as a request by Tenant and Landlord for Administrator to inspect the rental unit selected for occupancy by Tenant. This form must be completed and signed by both Landlord and Tenant.

**Instructions to Tenant:** By signing this form, you are requesting Administrator to inspect the rental unit you selected in order to ensure that it complies with federal Housing Quality Standards (HQS).

**DO NOT SIGN A LEASE UNTIL ADMINISTRATOR HAS**

**INSPECTED AND APPROVED THE SELECTED UNIT.**

**Instructions to Landlord:** By signing this form, you are consenting to inspection of your rental unit by Administrator to ensure its compliance with Housing Quality Standards. Administrator is not responsible for payment of any portion of the rent prior to inspection and approval of the rental unit, and execution of the HOME Rental Coupon Contract, Lease, Lease Addendum, and other forms as required by Texas Department of Housing and Community Affairs (TDHCA). Please complete and sign Page 2 of this form, attach a copy of the proposed Lease, and return to Administrator. You will be contacted by Administrator to arrange a time for inspection of the rental unit.

1. Type of Unit:  [ ]  Single family dwelling

 [ ]  Multi-family (apartment community)

 [ ]  Manufactured Housing

 [ ]  Duplex

2. Year Constructed:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Most recent monthly rent charged for unit: $     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. Did the most recent rent charged for this unit include the same utilities and/or appliances being provided to the proposed assisted Tenant?  [ ]  Yes [ ]  No

5. Fill out the following chart completely:

|  |  |  |
| --- | --- | --- |
| **Description of** **Utility or Appliance** | **Fuel Type** | **Provided By** |
| Heating |       | [ ]  Landlord [ ] Tenant |
| Electricity | N/A | [ ]  Landlord [ ] Tenant |
| Hot Water |       | [ ]  Landlord [ ] Tenant |
| Water | N/A | [ ]  Landlord [ ] Tenant |
| Refrigerator | N/A | [ ]  Landlord [ ] Tenant |
| Stove / Range |       | [ ]  Landlord [ ] Tenant |

**Landlord’s Certification:** By signing below, Landlord authorizes Contract Administrator to inspect the above-referenced rental unit selected by Tenant. Landlord has read, understands and accepts the terms of TDHCA’s Lease Addendum. Landlord certifies that: (1) the information provided on this form is accurate and true; and (2) this unit is made available, managed, and operated without regard to Tenant’s race, color, national origin, religion, gender, handicap, or familial status.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Landlord  |  | Date  |  |

**Tenant’s Request for Approval:** By signing below, Tenant requests that Contract Administrator inspect Landlord’s rental unit to ensure its compliance with Housing Quality Standards. Tenant understands that no rental assistance will be provided by Contract Administrator until the rental unit is inspected and approved, and all required documentation is completed and signed in accordance with TDHCA policy.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Tenant  |  | Date  |  |

*Reasonable accommodations will be made for persons with disabilities and language assistance will be made available for persons with limited English proficiency.*

|  |  |  |
| --- | --- | --- |
| **SimpleSeal BLACK med res.jpg** | **Texas Department of Housing and Community Affairs**Street Address: 221 East 11th Street, Austin, TX 78701 Mailing Address: PO Box 13941, Austin, TX 78711Main Number: 512-475-3800 Toll Free: 1-800-525-0657 Email: info@tdhca.texas.gov Web: www.tdhca.texas.gov | Eq Hsng logo transparant |