



MARSHFIELD HOUSING AUTHORITY
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**RTA PACKET REQUIREMENTS AND LEASE UP PROCESS FOR PROSPECTIVE MRVP
PROGRAM PARTICIPANTS**

RTA (Request for Tenancy Approval) Packet

Every MRVP program participant is issued an RTA Packet when searching for a suitable unit to rent. This packet must be completed IN FULL by both the prospective landlord (LL) and Tenant (T) prior to being submitted to the Marshfield Housing Authority (MHA). The entire process may take 30-45 days providing all documentation has been received and the unit passes inspection. If the unit does not pass inspection the process may take 60 days to allow for re-inspection once repairs have been made. Be sure that all required information has been provided.

REQUIRED RTA package information:

- Indicate Contract Rent Amount, BR Size & square footage of unit, year property built, property type, etc.
- Indicate details for each utility – utility type (oil, gas, electric), payment responsibility (LL or T)
- Provide landlord name, address, phone, email address
- Provide Tenant name, current address, phone, email address
- It is advised the prospective landlord and tenant complete and review the RTA together
- Also, the prospective tenant must provide MHA with updated income, asset, and allowance information for all household members

The prospective Tenant must provide updated income documentation (no later than 60 days) for all household members in order for the RTA Packet to be processed. Be sure to submit all verification that applies to your household from the following list:

- **Employment Income** - 4 consecutive weekly paystubs or 2 consecutive bi-weekly paystubs
- **Social Security** benefits printout (call 800-772-1213) SSP benefits (formerly SSI benefits) printout (call 877-863-1128)
- **Public Assistance/Welfare** benefits printout (call 877-382-2363 or visit local DTA office)
- **Unemployment/Workmen's Compensation** benefit printout
- **Child Support/Alimony payments** – 24-month payment history printout (call 617-660-1234)
- **Zero Income** – Contact MHA for Zero Income Form
- **Child Care Expenses** – Contact MHA for childcare verification form
- **Bank Accounts** – checking, savings, IRA, CD, etc provide 3 most recent statements for each bank account or contact the MHA for bank verification forms
- **Medical Expenses** (for disabled or senior citizens) – verification for out-of-pocket expenses for the last 12 months; paid medical bills, pharmacy printouts, insurance premiums, co pays



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- Contact MHA with any questions regarding verification to be submitted.

Next Steps:

Once an RTA has been submitted MHA will

- Review the RTA Packet for completeness. The prospective landlord and tenant will be informed of any missing information. Missing information will suspend the process from moving forward until all requirements have been submitted
- Contract Rent Affordability and Rent Reasonable Determination (RRD). Once MHA is in possession of a complete RTA Packet and all documentation, the process will move forward to Contract Rent Affordability and Rent Reasonable Determination
- MHA conducts an affordability determination to ensure the Tenant's Share of the rent meets program requirements and does not exceed 40% of their income
- Should calculations reflect the Tenant Share of rent to exceed 40% of their income, the LL will be contacted.
- Upon the Tenant's share of the rent being determined affordable, the process moves to Rent Reasonable Determination (RRD). The RRD is conducted to ensure that the requested Contract rent is reasonable compared to rents for similar unassisted units in the marketplace and reasonable compared to similar units on the premises. In the event of any discrepancies, the LL would be contacted.

Unit Inspection

- The Landlord is responsible to schedule with the Town, an occupancy inspection and then send documentation of inspection to the Housing Authority.
- Upon the Contract Rent and Tenant's Share of the rent being approved as affordable and reasonable, the unit requested for lease up must then be scheduled for and pass an inspection prior to the prospective tenant's move in and lease up date.

Final Process for Lease up

- Once the unit passes inspection, the LL and Tenant will be contacted by MHA to confirm the date of move-in
- MHA will finalize the process by entering the necessary information into the system and by preparing the Lease if applicable and the Housing Assistance Payment Contract for signatures.
- MHA will contact both the LL and Tenant to coordinate the signing of the final documents and provide each party with copies of the documents.



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