



Cincinnati Metropolitan Housing Authority

Housing Choice Voucher Program

Request For Tenancy Approval (RFTA) Housing Assistance Payment (HAP) Contract Online Submission Process

Sneak Peek





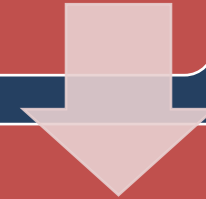
Coming Soon

Landlord Portal

Landlord Portal

Submission

Request for Tenancy Approval (RFTA)



Submission

Housing Assistance Payments Contract (HAP)



Submission

Residential Lease and Tenancy Addendum

What Does This Mean

24/7 Access

Ability to know what RFTA's have/have not been Submitted Successfully for Review

Email Notifications/Portal Awareness

Updating Process Status

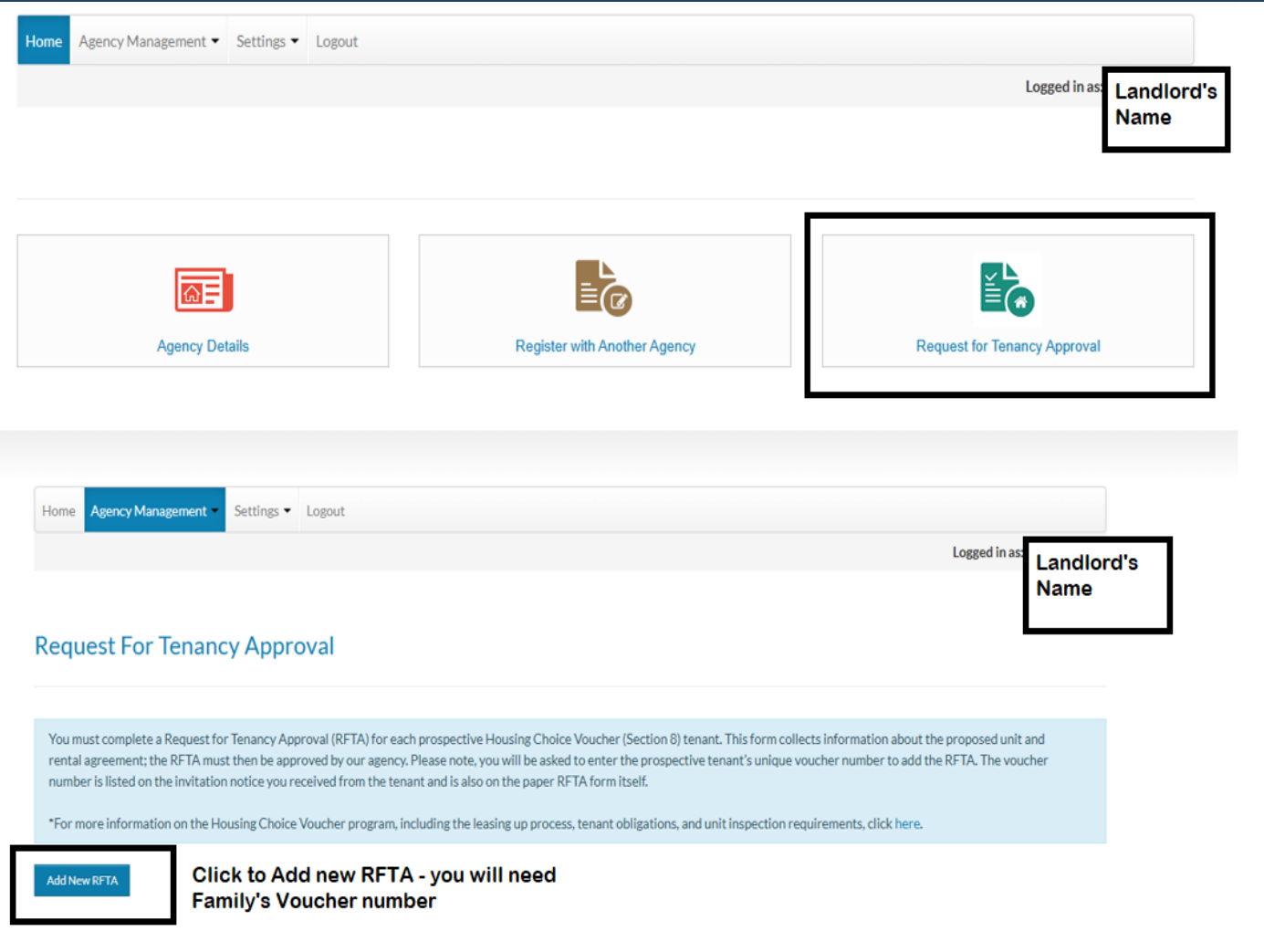
What is Needed to Move Forward

RFTA Status Updates on Process

Landlord Portal

RFTA Location

- Landlord’s can initiate the RFTA Process with a Family by Clicking **“Add New RFTA”**




RFTA Online Initiation

Family Driven

The Family will have the opportunity in their portal to invite a Landlord to complete RFTA online.

Landlords will receive an email containing the Family's Voucher information to begin the process.



Submit RFTA Online

Dear **Landlord's Name**

Family's Name invites you to submit the Request for Tenancy Approval (RFTA) through our online portal.

- Portal Website: <https://test-voucher-3-rentcafewebsite.securecafe.com/landlord/test-voucher-3/login.aspx>

If you have not yet registered an account with our agency, visit the website shown above and select **Click here to register** and then select **I do NOT have a registration code**, then follow the instructions of the screen to register.

Once you log in, click the **Request for Tenancy Approval** icon and enter the voucher number listed below. Follow the instructions on the screen to complete the RFTA.

- Voucher Number: 7868-TT0132963-24291
- Requested Rental Unit Address:
Please complete the RTA

When the Family completes the invite - they should list the unit address. This is an open text box.

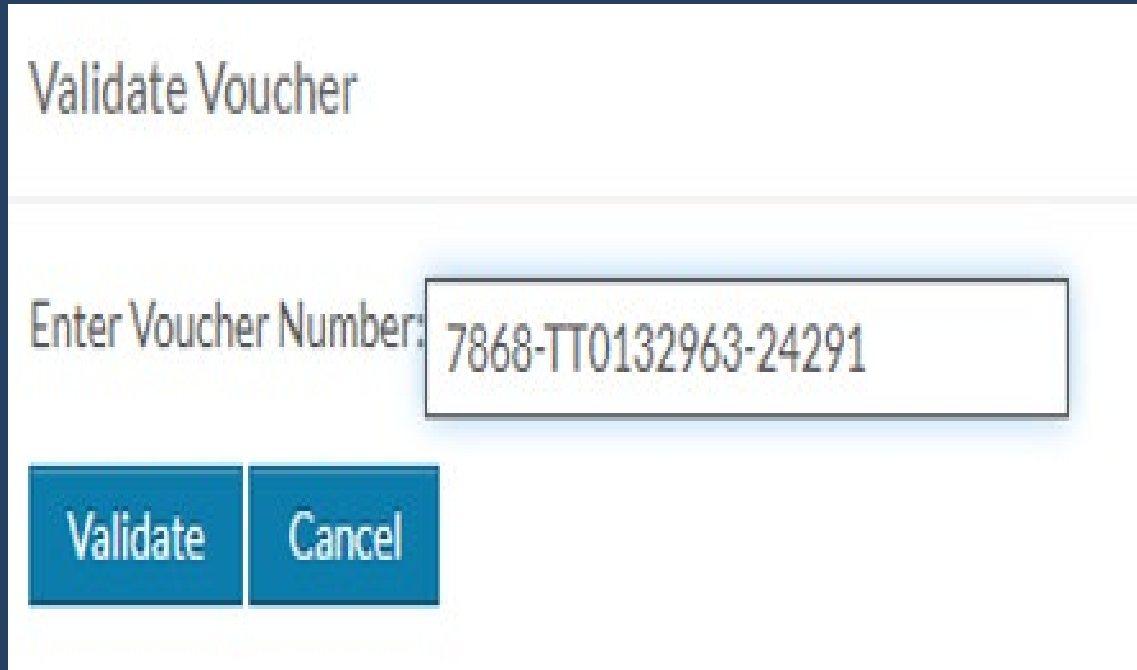
Sincerely,
Cincinnati Metropolitan Housing Authority

Our Mission

To be a leader in the housing industry by providing exceptional housing opportunities while achieving high levels of customer satisfaction, promoting self-sufficiency and neighborhood stability, and being a long-term asset to the community. We will achieve this by developing public/private partnerships, creating entrepreneurial opportunities and by employees and residents holding themselves to our Gold Standards of Excellence.

RFTA - Voucher Validation

- Landlord will enter the Family's Voucher Number
 - Located on the Email received if Family Initiated
 - Family Voucher
- Enter as Shown (include dashes) – **Click Validate**



Validate Voucher

Enter Voucher Number: 7868-TT0132963-24291

Validate Cancel

RFTA - Voucher Validation

- Once Validated, the Family's name and Voucher Bedroom Size will Appear

Validate Voucher

Enter Voucher Number:

Voucher Details:

Voucher Bedroom Size: 3

Tenant Name: **Family's Name**

Once confirmed, click to begin RFTA Workflow

RFTA - Progress Tracker

Left Side – Workflow Pages

RFTA

Language Selection

Instructions

Landlord Contact Information

Rental Unit Address

Lease Information

Lead-Based Paint Disclosure

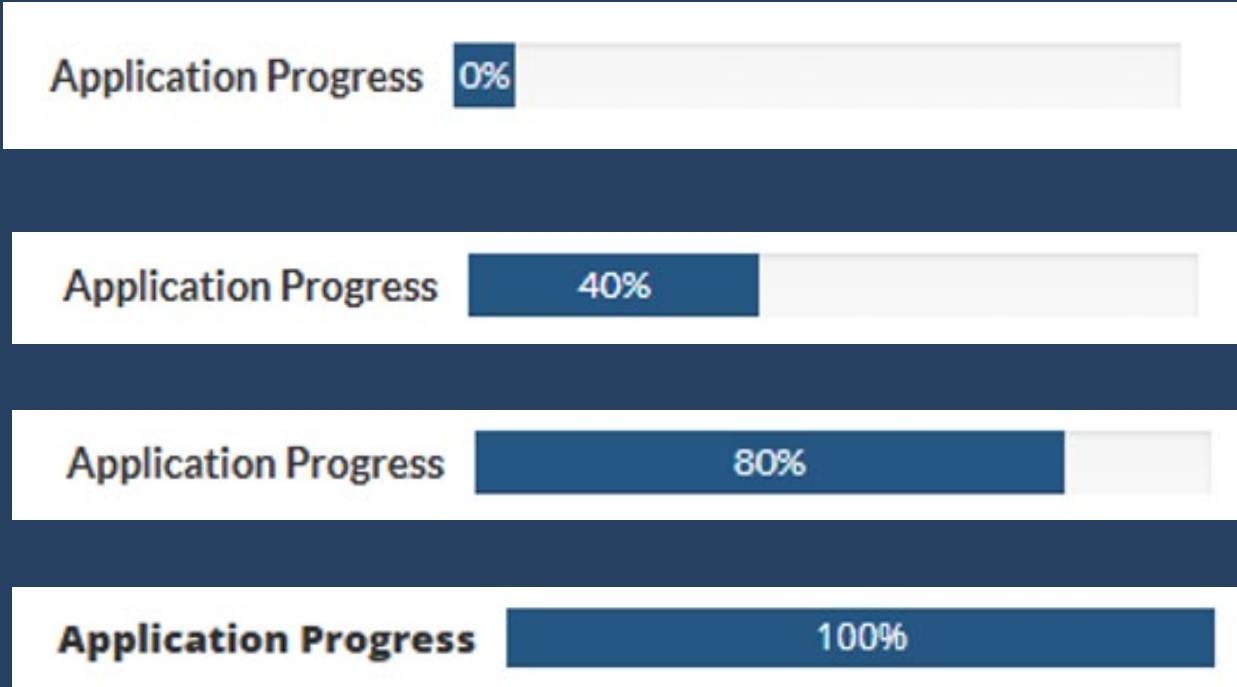
Utility Responsibility

Comparable Unit Details

Documents

Sign and Submit

Top – Progress Tracker



RFTA - Language Selection

RFTA

Application Progress **0%**

Language Selection

Instructions

Landlord Contact Information

Rental Unit Address

Lease Information

Lead-Based Paint Disclosure

Utility Responsibility

Comparable Unit Details

Documents

Sign and Submit

*Denotes a required field

Please select your preferred language

Preferred Language*

☒ English

☐ Español (Spanish)

Next

RFTA - Instructions

RFTA

Language Selection

Instructions

Landlord Contact Information

Rental Unit Address

Lease Information

Lead-Based Paint Disclosure

Utility Responsibility

Comparable Unit Details

Documents

Sign and Submit

Application Progress 10%

*Denotes a required field

Instructions

The following pages will collect information about the landlord and rental unit to determine if the unit is eligible for rental assistance.

Back

Next

RFTA - Landlord Contact Information

- **Left Side** will prepopulate with Landlord's Portal Information
- **Right Side** will need completed for Landlord's Address Information. After the 1st Completion, it will Prepopulate

RFTA

Application Progress 20%

[Language Selection](#)
[Instructions](#)
Landlord Contact Information
Rental Unit Address
Lease Information
Lead-Based Paint Disclosure
Utility Responsibility
Comparable Unit Details
Documents
Sign and Submit

*Denotes a required field

Landlord Contact Information

Enter your contact information. Please enter **your address** on this screen, not the rental unit's address.

Company Name or Landlord Name*	Address 1*
<input type="text"/>	<input type="text"/>
Landlord Name (if not entered above)	(street address - line 2)
<input type="text"/>	<input type="text"/>
Tax ID or SSN*	City*
<input type="text"/>	<input type="text"/>
Phone Number*	State*
<input type="text"/>	<input type="text"/>
Email*	ZIP Code*
<input type="text"/>	<input type="text"/>

[Back](#) [Next](#)

RFTA - Rental Unit Address

RFTA

Application Progress

30%

[Language Selection](#)
[Instructions](#)
[Landlord Contact Information](#)
Rental Unit Address
[Lease Information](#)
[Lead-Based Paint Disclosure](#)
[Utility Responsibility](#)
[Comparable Unit Details](#)
[Documents](#)
[Sign and Submit](#)

*Denotes a required field

Rental Unit Address

Address 1*

(street address - line 2)

City*

State*

OH ▼

ZIP Code*

[Back](#) [Next](#)

If this unit is subsidized, indicate the subsidy type(s):

☐ Section 202
☐ Section 221(d)(3)(BMIR)
☐ Tax Credit
☐ HOME
☐ Section 236 (insured or uninsured)
☐ Section 515 Rural Development
☐ Other

RFTA - Lease Information

- Landlord will enter Details Regarding Unit and Lease Details

RFTA

[Language Selection](#)
[Instructions](#)
[Landlord Contact Information](#)
[Rental Unit Address](#)
Lease Information
[Lead-Based Paint Disclosure](#)
[Utility Responsibility](#)
[Comparable Unit Details](#)
[Documents](#)
[Sign and Submit](#)

Application Progress 40%

*Denotes a required field

Lease Information

Enter the following lease information for the rental unit. For the Structure Type, see the following definitions:

- Single family detached (one family under one roof)
- Semi-detached (duplex, attached on one side)
- Rowhouse/townhouse (attached on two sides)
- Low rise (apartment building 4 stories or fewer)
- High rise with elevator (apartment building 5+ stories)
- Manufactured home (mobile home)

Structure Type*	Date Available for Inspection*
<input type="text" value="Single family detached"/>	<input type="text" value="2/20/2025"/>
Year Unit Was Built*	Proposed Rent*
<input type="text" value="1900"/>	<input type="text" value="\$2,500.00"/>
Number of Bedrooms*	Security Deposit*
<input type="text" value="4"/>	<input type="text" value="\$2,000.00"/>
Proposed Lease Start Date*	
<input type="text" value="3/1/2025"/>	

[Back](#) [Next](#)

RFTA - Lead-Based Paint Disclosure

- Landlord will Select Appropriate Box for Lead-Based Paint. If unit is older than 1978, the Top Option is Not Available

RFTA

[Language Selection](#)
[Instructions](#)
[Landlord Contact Information](#)
[Rental Unit Address](#)
[Lease Information](#)
Lead-Based Paint Disclosure
[Utility Responsibility](#)
[Comparable Unit Details](#)
[Documents](#)
[Sign and Submit](#)

Application Progress

50%

*Denotes a required field

Lead-Based Paint Disclosure

You must select 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.

Back

Next

RFTA - Utility Responsibility

Electric All*	Tenant
Natural Gas All*	Owner
Other Heating*	N/A
Natural Gas Water Heating*	Owner
Bottled Gas Water Heating*	N/A
Oil Water Heating*	N/A
Electric Water Heating*	N/A
Natural Gas Cooking*	N/A
Bottled Gas Cooking*	N/A
Electric Cooking*	Tenant
Electric Other Appliances*	Tenant
Water*	Owner
Sewer*	Owner
Trash*	Owner

Landlord will need to Select the Responsible Party for all Utilities

- If Family Pays any Natural Gas Utility, Mark "Tenant for Natural Gas All
- If Family pays Electric Utility, Mark "Tenant" for Electric All

Electric All*	
Natural Gas All*	

Natural Gas Heating*	Owner
Bottled Gas Heating*	N/A
Oil Heating*	N/A
Electric Heating*	N/A

NOTE: Heating, Water Heating, and Cooking – only 1 Fuel Type Option should be selected. For the Other Options that do not Pertain – Mark "N/A" in the Drop-Down Menu

RFTA - Comparable Unit Details

RFTA

Language Selection

Instructions

Landlord Contact Information

Rental Unit Address

Lease Information

Lead-Based Paint Disclosure

Utility Responsibility

Comparable Unit Details

Documents

Sign and Submit

Application Progress

70%

*Denotes a required field

Comparable Unit Details

The rent charged to the housing choice voucher tenant cannot exceed the rent charged for a comparable market rate unit (an "unassisted" unit). If the landlord owns more than 4 units within the premises where the applicant is applying to use their housing choice voucher, you must complete the following details about comparable unassisted units on the premises. Please enter the most recently leased units.

Unit 1 Address

Unit 1 Current Lease Start Date

Unit 1 Rental Amount

Unit 2 Address

Unit 2 Current Lease Start Date

Unit 2 Rental Amount

Unit 3 Address

Unit 3 Current Lease Start Date

Unit 3 Rental Amount

Back

Next

RFTA - Documents

RFTA

Language Selection

Instructions

Landlord Contact Information

Rental Unit Address

Lease Information

Lead-Based Paint Disclosure

Utility Responsibility

Comparable Unit Details

Documents

Sign and Submit

Application Progress

80%

*Denotes a required field

Documents

You must upload all required documents including a copy of your W-9 form and proof of ownership. Proof of ownership can include a copy of your mortgage statement, property tax receipt, insurance statement, or property management contract.

Additional language to be add here regarding water bills and other needed documents. The forms will be PDF fillable and located in your Forms box for easy access. **Please note - W-9's must be completed for current calendar year.

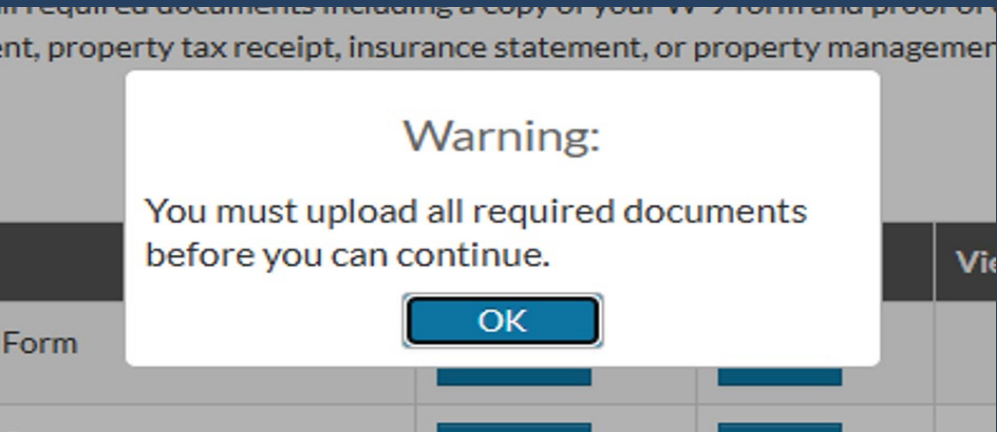
Document	Upload	Scan	View	Delete	Uploaded Date
Upload IRS W-9 Form	<div>Upload</div>	<div>Scan</div>			
Upload Proof of Ownership	<div>Upload</div>	<div>Scan</div>			
Upload necessary documents.	<div>Upload</div>	<div>Scan</div>	<div>View</div>	<div>Delete</div>	02/11/2025

Showing 1 to 3 of 3 entries

Back

Next

RFTA - Documents



- The Workflow will Require Documents to be Uploaded to Move to the Next Step.
- **NOTE:** Documents Submitted will be Reviewed for Accurate Completion and that all Needed Documentation Must be Submitted to Continue the Process

Document	Upload	Scan	View	Delete	Uploaded Date
Upload necessary documents.	<button>Upload</button>	<button>Scan</button>	<button>View</button>	<button>Delete</button>	02/11/2025
Upload IRS W-9 Form	<button>Upload</button>	<button>Scan</button>	<button>View</button>	<button>Delete</button>	02/11/2025
Upload Proof of Ownership	<button>Upload</button>	<button>Scan</button>	<button>View</button>	<button>Delete</button>	02/11/2025

Showing 1 to 3 of 3 entries

BackNext

RFTA - Sign and Submit

RFTA

Language Selection

Instructions

Landlord Contact Information

Rental Unit Address

Lease Information

Lead-Based Paint Disclosure

Utility Responsibility

Comparable Unit Details

Documents

Sign and Submit

Application Progress

90%

*Denotes a required field

Upload Documents

Sign and Submit

Make sure to upload all required documents **before** you sign and submit the RFTA. After you submit the form, the prospective tenant will be informed that they need to sign the RFTA. Once the tenant signs, we will review the information and begin the HAP contract process.

Document	View	Sign
RFTA Form	View RFTA (Unsigned)	Click Here to Sign

Showing 1 to 1 of 1 entries

Back

RFTA - Sign and Submit

Disclosures & Consent

These Terms of Service apply to Yardi's ySign and/or ySignature services. By clicking "Agree & Continue" or clicking to submit, I consent to the use of my electronic signature instead of a physical signature to execute the applicable agreement or document, including (as appropriate) a rental application, rental property lease, and/or any corresponding documents (collectively, "Document(s)") for which I have initiated or applied, and agree to be bound by the terms of such Document(s) as if I had signed it with my physical signature. I understand that by using my electronic signature, I hereby give my permission to receive notices in electronic form and consent to the use of my electronic signature instead of a physical signature to execute any corresponding documents and agree to be bound by the terms of such corresponding documents. To the extent I am using my electronic signature to execute a rental application or rental property lease, I hereby give permission to the property owner or manager from whom I am renting to provide notices under the lease to me in electronic form and consent to the use of my electronic signature instead of a physical signature to execute renewals or extensions of the lease and any corresponding documents and agree to be bound by the terms of such a renewal or extension as if I had signed it with my physical signature. I have received and reviewed this consent before providing my electronic signature and I have no difficulty accessing this information that has been provided to me electronically.

I understand that I am not required to sign the Document(s) or receive any notices under it electronically. If I prefer to sign with my physical signature, I understand that I may obtain a physical copy of the executable Document(s), complete it, physically sign it, and return it. I understand that, prior to my execution of the Document(s), I may withdraw my consent to use the electronic signature functionality and/or my consent to receive notice in electronic form. I further understand that, after my execution of the Document(s) or receipt of any notice in electronic form, I may withdraw my consent provided above to use my electronic signature instead of a physical signature or my consent to receive notice in electronic form by providing written notice. I acknowledge and understand that executing the Document(s) by a physical signature may result in, among other things, a delay in the process.

To utilize the electronic signature functionality, a web browser that supports the HTTPS protocol, HTML, and cookies will be needed (e.g., including but not limited to, current versions of Chrome, Firefox, Internet Explorer, or Safari). Viewing PDF documents requires Adobe Acrobat/Reader or similar software.

I understand that I should contact the other party to request paper copies of documents, withdraw consent to conduct business electronically, and/or update my contact information.

Landlord will Review the Disclosure and Consent – Then **Select “Agree and Continue”**

Landlord will sign using Mouse/Finger or in Upper Right-Hand Side – Choose a Script Signature

Create Your Signature

Use your mouse or finger to create your signature. [You can choose a script signature instead.](#)

Your Signature



[Clear Signature](#)

Your Initials



[Clear Initials](#)

RFTA - Sign and Submit

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. 04/30/2026	
When the participant selects a unit, the owner of the unit completes this form to provide the PHA with information about the unit. The information is used to determine if the unit is eligible for rental assistance.						
1. Name of Public Housing Agency (PHA) <div style="text-align: center; font-weight: bold;">Cincinnati Metropolitan Housing Authority</div>				2. Address of Unit (street address, unit #, city, state, zip code) <div style="text-align: center; font-weight: bold;">Unit address</div>		
3. Requested Lease Start Date 4/1/2025	4. Number of Bedrooms 2	5. Year Constructed 1978	6. Proposed Rent \$ 1,500.00	7. Security Deposit Amt \$ 1,500.00	8. Date Unit Available for Inspection 4/1/2025	
9. Structure Type <input checked="" type="checkbox"/> Single Family Detached (one family under one roof) <input type="checkbox"/> Semi-Detached (duplex, attached on one side) <input type="checkbox"/> Rowhouse/Townhouse (attached on two sides) <input type="checkbox"/> Low-rise apartment building (4 stories or fewer) <input type="checkbox"/> High-rise apartment building (5+ stories) <input type="checkbox"/> Manufactured Home (mobile home)			10. If this unit is subsidized, indicate type of subsidy: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Section 202</div> <div style="width: 50%;"><input type="checkbox"/> Section 221(d)(3)(BMIR)</div> <div style="width: 50%;"><input type="checkbox"/> Tax Credit</div> <div style="width: 50%;"><input type="checkbox"/> HOME</div> <div style="width: 50%;"><input type="checkbox"/> Section 236 (insured or uninsured)</div> <div style="width: 50%;"><input type="checkbox"/> Section 515 Rural Development</div> <div style="width: 50%;"><input type="checkbox"/> Other (Describe Other Subsidy, including any state or local subsidy) _____</div> </div>			
11. Utilities and Appliances The owner shall provide or pay for the utilities/appliances indicated below by an "O". The tenant shall provide or pay for the utilities/appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and provide the refrigerator and range/microwave.						
Item	Provided by		Paid by		<div style="font-size: 2em; font-weight: bold;">Utility Responsibility</div>	
	Owner	Tenant	Owner	Tenant		
Natural Gas Heating			O			
Electric All				T		
Natural Gas All			O			
Natural Gas Water Heating			O			
Electric Cooking				T		
Electric Other Appliances				T		
Water			O			
Sewer			O			
Trash			O			

 The RFTA will Display for Review Prior to Signing and Dating

RFTA - Sign and Submit

Print or Type Name of Owner/Owner Representative	
Landlord's Name	
Owner/Owner Representative Signature	
Sign	
Business Address	
Landlord's Address	
Telephone Number	Date (mm/dd/yyyy)
Landlord's Number	Date



Print or Type Name of Owner/Owner Representative	
Landlord's Name	
Owner/Owner Representative Signature	
✓	
Business Address	
Landlord's Address	
Telephone Number	Date (mm/dd/yyyy)
Landlord's Number	✓

← Click to Sign and Date

RFTA - Sign and Submit

You have successfully submitted your RFTA.



Family's will then Log into their Portal to Review and Sign the RFTA for it to be Submitted to CMHA for Review. The Family's will Select the "Section 8 Briefing" Box in their Portal – View RFTA – Locate RFTA – Click Here to Sign



Section 8 Briefing

View RFTA




Click Here to Sign




RFTA - CMHA Review

- Once the RFTA has been Sign by Both Parties, it will be Submitted to CMHA for Review
- CMHA will conduct the following Required Reviews:
 - Background Checks
 - Affordability
 - Rent Reasonableness
 - Water Bill Requirements
- Check your Email – Frequently for Updates
 - If there are any Corrections, Additional Items or Reponses for Lower Rents, you will Receive Notification via Email

RFTA - Track and Status

	<p>Cincinnati Metropolitan Housing Authority</p> <p>1627 Western Avenue Cincinnati, OH 45214</p>	<p>RFTA Information</p> <p>Voucher Number: 7868-Tt0135717-24304</p> <p>Voucher Bedroom Size: 3</p> <p>Tenant Name:</p> <p>Status: RFTA In Progress</p>	<p>Last Update Date: 3/31/2025</p> <p>Created Date: 3/31/2025</p> <p>RFTA Unit:</p>
<p>This RFTA was not finished by Landlord. Has "Continue" option</p>			
<p>Continue Upload Documents Cancel RFTA</p>			
	<p>Cincinnati Metropolitan Housing Authority</p> <p>1627 Western Avenue Cincinnati, OH 45214</p>	<p>RFTA Information</p> <p>Voucher Number: 7868-Tt0064025-24307</p> <p>Voucher Bedroom Size: 1</p> <p>Tenant Name:</p> <p>Status: Agency Processing RFTA</p>	<p>Last Update Date: 3/25/2025</p> <p>Created Date: 3/25/2025</p> <p>RFTA Unit:</p>
<p>Active RFTA - CMHA is reviewing Only CMHA can cancel RFTA once submitted</p>			
<p>View</p>			
	<p>Cincinnati Metropolitan Housing Authority</p> <p>1627 Western Avenue Cincinnati, OH 45214</p>	<p>RFTA Information</p> <p>Voucher Number: 7868-Tt0079685-24306</p> <p>Voucher Bedroom Size: 3</p> <p>Tenant Name:</p> <p>Status: RFTA Pending Applicant Signature</p>	<p>Last Update Date: 3/25/2025</p> <p>Created Date: 3/25/2025</p> <p>RFTA Unit:</p>
<p>RFTA pending Family's signature. Landlord has option to Cancel</p>			
<p>View Upload Documents Cancel RFTA</p>			

RFTA - Track and Status



Cincinnati Metropolitan Housing Authority

1627 Western Avenue
Cincinnati, OH 45214

RFTA Information

Voucher Number: 7868-Tt0135717-24304

Voucher Bedroom Size: 3

Tenant Name: [Redacted]

Status: RFTA Pending Applicant Signature

Last Update Date: 3/31/2025

Created Date: 3/31/2025


RFTA Unit: [Redacted]

If Landlord cancels RFTA, this line will disappear

View

Upload Documents

Cancel RFTA



Cincinnati Metropolitan Housing Authority

1627 Western Avenue
Cincinnati, OH 45214

RFTA Information

Voucher Number: 7868-Tt0064025-24307

Voucher Bedroom Size: 1

Tenant Name: [Redacted]

Status: Unit Inspection Scheduled


Last Update Date: 3/25/2025

Created Date: 3/25/2025

RFTA Unit: [Redacted]

Shows that the Inspection is scheduled - check your Inspection's box on Home page

View



Cincinnati Metropolitan Housing Authority

1627 Western Avenue
Cincinnati, OH 45214

RFTA Information

Voucher Number: 7868-Tt0079685-24306

Voucher Bedroom Size: 3

Tenant Name: [Redacted]

Status: Unit Inspection Passed

Last Update Date: 3/25/2025

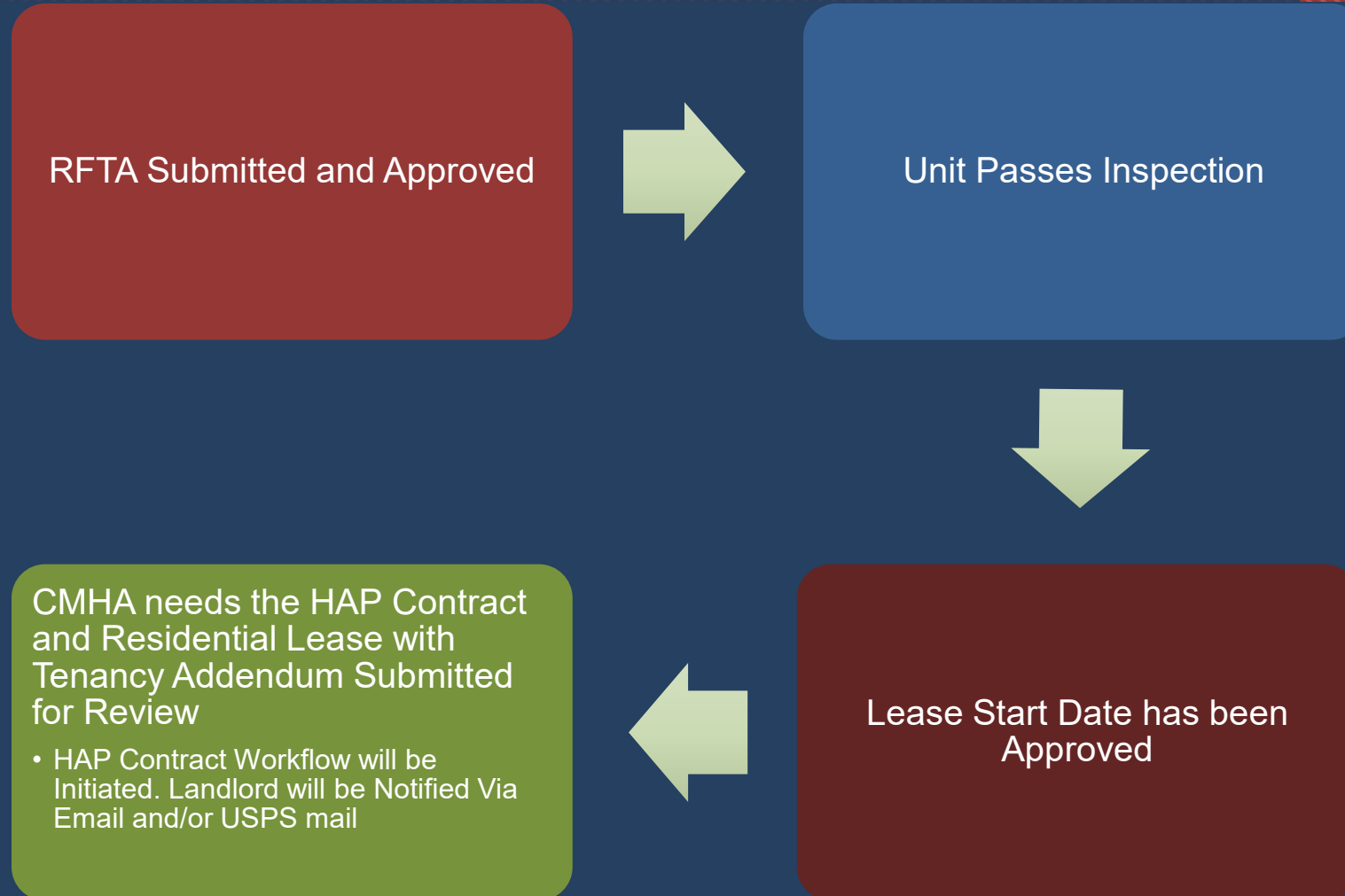
Created Date: 3/25/2025

RFTA Unit: [Redacted]

Shows the Inspection passed. Applicant's Lease start date can be as early as passed inspection. For participants, CMHA must approve as 2 landlord's will not be paid for the same month. You may email lease start dates to moves@cintimha.com for review.

View

RFTA - Next Steps



HAP Contract - Notification

- Landlord will receive instant Notification via Email (if on file). A copy of the Letter will be Sent via USPS. The HAP Contract and Residential Lease with Tenancy Addendum **is due within 30 Days** of the Lease Start Date

SUBJECT: HAP Contract Generated – Signature Required

Dear **Landlord's Name**

A HAP contract has been generated for the unit listed below. To get started, log in to our online portal. Once you log in, click the **HAP Contract** icon and follow the instructions on the screen to complete your HAP contract for the voucher number listed below.

Unit & Voucher Information:

- Unit Address: **Unit address**
- Tenant name: **Family's Name**
- Voucher Number: 7868-Tt0079685-24306

Login Information:

- Portal Website: myinfo.cintimha.com
- User Name: **Landlord's email or registration code**

Sincerely,
Cincinnati Metropolitan Housing Authority

HAP Contract - Location

- Landlord's will now have a “HAP Contract” Box appear on the Home Screen of their Portal.
- Click the Box to View any Outstanding HAP Contract/Residential Lease Requests




HAP Contract - Workflow

- Landlords with Multiple Outstanding HAP Contract/Residential Leases will see a Workflow for each Family. The Workflow will indicate the Family's Name


HAP Contract


View your pending and completed HAP contracts below. Once you sign and submit each HAP contract, you can view its status as the agency processes it.





Cincinnati Metropolitan Housing Authority
1627 Western Avenue
Cincinnati, OH 45214

HAP Contract Information

 Voucher Number: 7868-Tt0132963-24291

 Voucher Bedroom Size: 3

 Tenant Name: **Family's Name**

 Status: RFTA Approved by Agency - Pending HAP Contract

[Start HAP Contract](#)

HAP Contract - Language Selection

HAP Contract

Language Selection

Instructions

Documents

Sign and Submit

Application Progress

0%

*Denotes a required field

Please select your preferred language

Preferred Language*

☒ English

☐ Español (Spanish)

Next

HAP Contract - Instructions

HAP Contract

Language Selection

Instructions

Documents

Sign and Submit

Application Progress 25%

*Denotes a required field

Instructions

Complete the following pages to sign and submit your HAP contract.

Back

Next

HAP Contract - Documents

- Landlords will Upload their Residential Lease for Review. The Landlord should attach the HUD Required Tenancy Addendum to their Lease. If the Landlords needs a copy of the Tenancy Addendum, they can locate a copy in their “Forms” Box on their Home Screen to Upload to the Workflow.

HAP Contract

[Language Selection](#)[Instructions](#)[Documents](#)[Sign and Submit](#)

Application Progress

50%

*Denotes a required field

Documents

Upload all required documents including the Lease and Tenancy Addendum for Section 8 tenants.

Document	Upload	Scan	View	Delete	Uploaded Date
Upload Lease and Tenancy Addendum.	Upload	Scan	View	Delete	02/11/2025

Showing 1 to 1 of 1 entries

[Back](#)[Next](#)

HAP Contract - Sign and Submit

Sign and Submit

Please sign and submit your HAP contract. Once you submit this form, our agency will review and process the contract.

Document	View	Sign
HAP Contract	View HAP Contract (Unsigned)	Click Here to Sign

Showing 1 to 1 of 1 entries

Owner

Landlord's Name

Print or Type Name of Owner

Sign

Signature

Landlord's Name

Print or Type Name and Title of Signatory

Date

Date (mm/dd/yyyy)



Owner

Landlord's Name

Print or Type Name of Owner



Signature

Landlord's Name

Print or Type Name and Title of Signatory




Date (mm/dd/yyyy)

HAP Contract - Sign and Submit

- Once Landlord has signed the HAP Contract, the HAP Contract and Residential Lease with Tenancy Addendum will be submitted to CMHA for Review Accurate Completion compared to RFTA that was Submitted for this Family/Unit

Sign and Submit

Please sign and submit your HAP contract. Once you submit this form, our agency will review and process the contract.



You have successfully submitted your HAP contract.

Document	View	Sign
HAP Contract	View HAP Contract (Signed)	Signing Complete

Showing 1 to 1 of 1 entries

HAP Contract - CMHA Review

- Once the HAP Contract has been Signed, it will be Submitted to CMHA along with the Residential Lease and Tenancy Addendum for Review
- CMHA will review the RFTA Terms and Residential Lease Terms Match, such as:
 - Unit
 - Family Name
 - Lease Start Date – Matches HAP Contract Start Date
 - Lease Term (Minimum – 12 Months)
 - Utility Responsibility
 - Signed by Both Parties
 - Execution Date within 60 Days of Lease Start Date
- Check your Email – Frequently for Updates
 - If there are any Corrections or Additional Items Needed, You will Receive Notification via Email

HAP Contract - Completion

- Once all Items are Verified as Complete, the Move will be Finalized. Any HAP Payments will be Paid on the Next Applicable Checkrun
- The Family will Appear Under your “Unit Info” Box on your Portal Home Screen
- The Process is now Complete



Unit Info

Questions

