



# Cincinnati Metropolitan Housing Authority

## Housing Choice Voucher Program(HCV)

You may click the links above to move directly to the topic

[Registration](#)

[Intake Application](#)

[Briefing and Voucher signing](#)

[Voucher Extension Request](#)

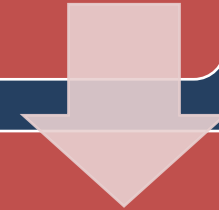
[Request For Tenancy Approval \(RFTA\)](#)

[HAP Contract & Lease Submission](#)

# Family's Portal

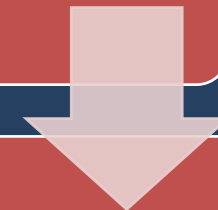
## **Intake**

Online submission of required forms and verifications



## **Online Briefing & Voucher Issuance**

“My Voucher” Box - Watch your briefing video online and sign your voucher



## **Request for Tenancy Approval (RFTA)**

Invite a potential Landlord to submit a RFTA or sign a RFTA that has been submitted to you for review

# Landlord's Portal

## Request for Tenancy Approval (RFTA)

- “Submit Unit Details” Box -Submit a RFTA or sign a RFTA that has been submitted to you for signature
- See Updated Status to RFTA's in process



## HAP Contract & Residential Lease Submission (COMING)

- Electronically sign your HAP Contract
- Submit your Residential Lease with the Tenancy Addendum
- Direct Deposit information

# What Does This Mean

24/7 Access

Email Notifications/Portal Awareness

Access to your Voucher in your “My Voucher” box in your portal

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

RFTA Status Updates on Process

# Resident/Landlord Portal Location

**Directly at [myinfo.cintimha.com](https://myinfo.cintimha.com)**

**Or go to [www.cintimha.com](https://www.cintimha.com) and follow the prompts**

**Sign Up and Login**

**Resident Portal**

**Resident login**

# Resident/Landlord Portal Location



[Home](#) [Map](#)

[| Applicant Login](#) [| Resident Login](#) [| Landlord Login](#)

Website: [myinfo.cintimha.com](http://myinfo.cintimha.com)

- Click on Applicant if not on the program or Resident if a current member of the program

# Resident/Landlord Portal Location

**Welcome to the  
Resident Portal**



If you have not done so already you will be asked to register before you can sign in with username and password. Your registration code is located on your notice regarding the Rent Cafe' portal. If you do not know your registration code, you can call Customer Service at 513-977-5800 and they can provide it for you.

# Portal Registration

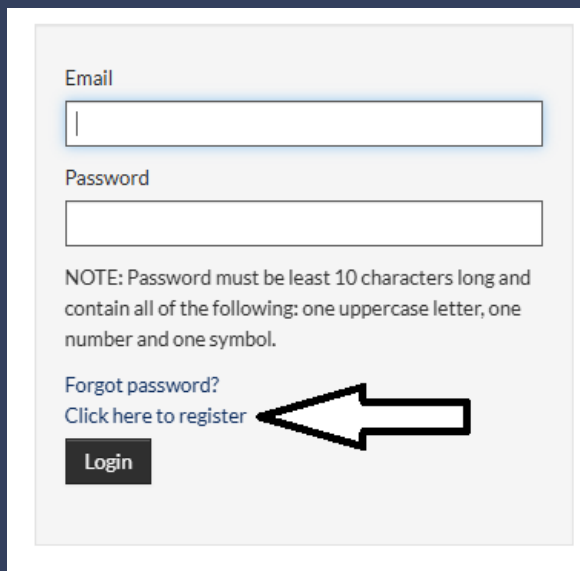
- Choose the appropriate login

Applicant – New to the program

Resident – Is or has been assisted on program

Landlord – Property Owner/Manager on the program

| [Applicant Login](#) | [Resident Login](#) | [Landlord Login](#)



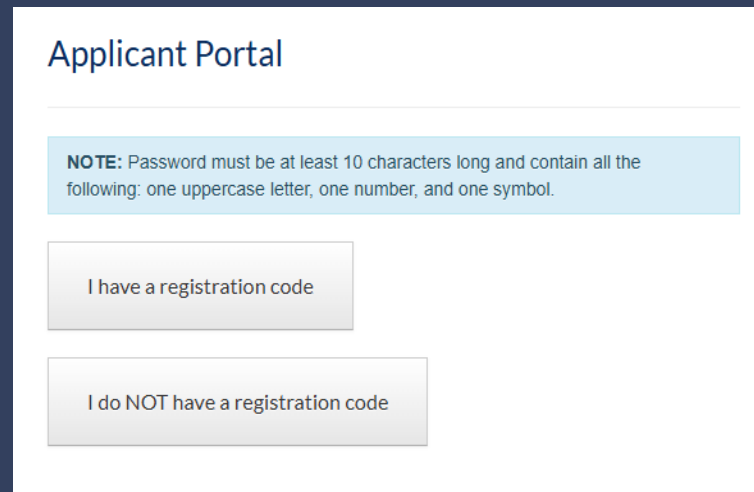
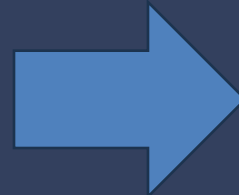
Email

Password

NOTE: Password must be least 10 characters long and contain all of the following: one uppercase letter, one number and one symbol.

[Forgot password?](#)

[Click here to register](#)



## Applicant Portal

**NOTE:** Password must be at least 10 characters long and contain all the following: one uppercase letter, one number, and one symbol.

# Portal Registration

- Enter your registration code
  - Complete registration process

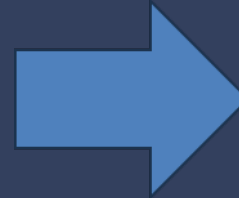
## Applicant Portal

**NOTE:** Password must be at least 10 characters long and contain all the following: one uppercase letter, one number, and one symbol.

Please contact Cincinnati Metropolitan Housing Authority if you don't know your registration code. Type in the registration code as shown on your registration letter.

Enter Your Registration Code

Go



## Personal Details

First Name\*

Last Name\*

SSN#\*\*

Phone (Home)\*

## Account Information

Email Address\* (Your email address is your user name)

Confirm Email Address\*

Password\*

Confirm Password\*

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

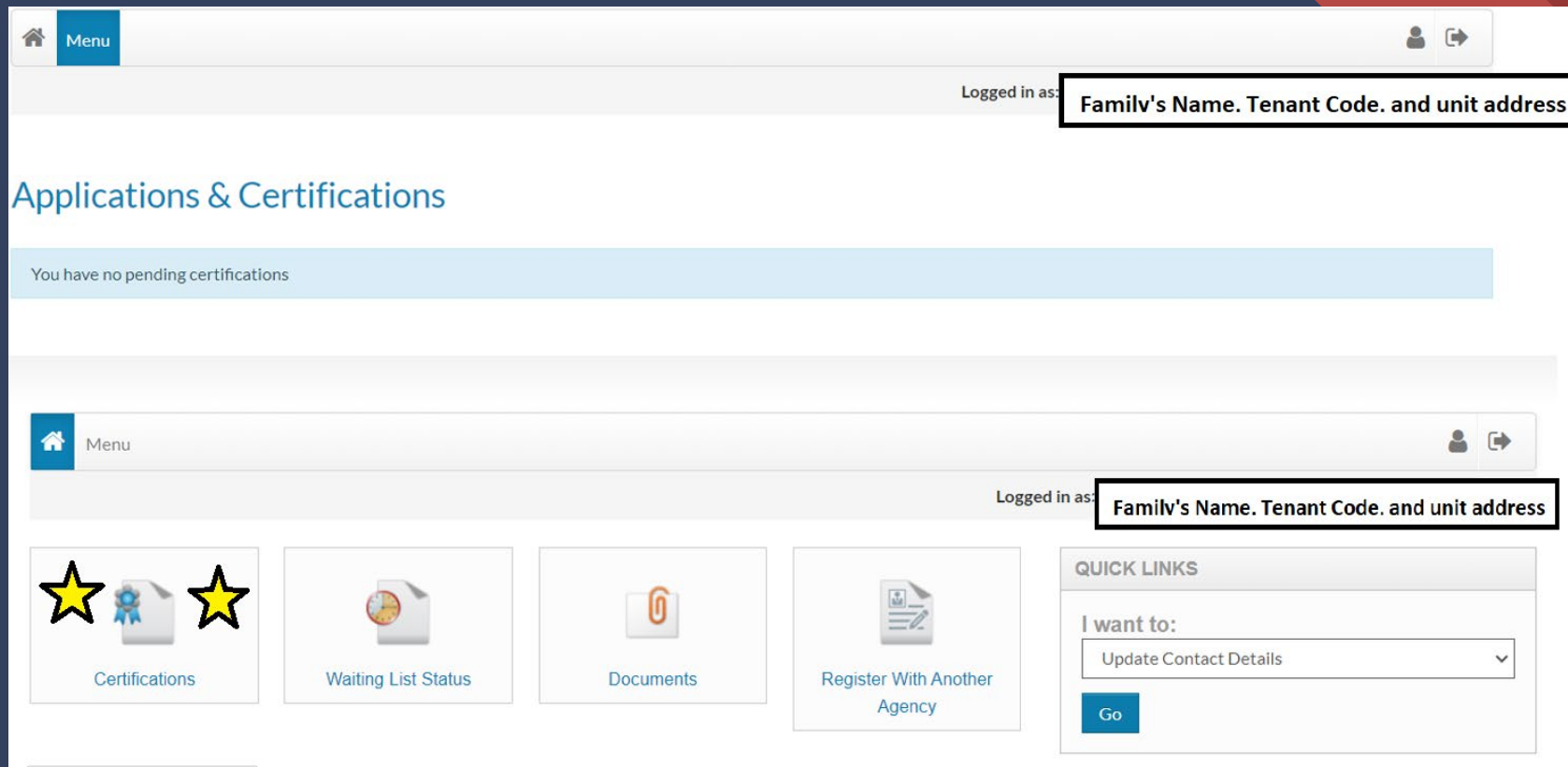
Please read and accept the Terms and Conditions

\*\* Data in these fields will be validated against information available with Cincinnati Metropolitan Housing Authority

Register

# Intake Application

- Once you have logged into your account you will click “Certifications”



# Intake Application

- Next you will review the due date and click “Continue” to begin the process

## Applications & Certifications



Cincinnati Metropolitan Housing Authority

1627 Western Avenue  
Cincinnati, OH 45214

### Account Information

- Type: Intake Certification
- Status: Incomplete
- Last Update Date: 9/22/2023
- Created Date: 9/22/2023
- Due Date: 9/30/2023

Continue

# Intake Application

Application Progress 0%

## Intake Certification

### Language Selection

Welcome Page  
Current Address  
Household Members  
Emergency Contact  
Income  
Assets  
Expenses  
Zero Income  
Member Criminal History  
Reasonable Accommodation  
Final Review & Submission

**You can now begin your Application/Annual Recertification Process by following the prompts on the screen.**

**You will notice a progress bar at the top of the application/recertification pages and process flow to the left.**

# Intake Application

Let's look at household member information. . .

The household members we have on file are listed below:

Click **Review and Confirm** to review each family and provide updates, if needed.

Click **Add Household Member** to report new members who will be living in your home.

Click **Delete** to remove any members who will not be living in your home.

[Add Household Member](#)

First Name	Last Name	Relationship	Age	Gender	Edit	Delete
Names will appear here. You can list multiple persons and their relationship. You will need to review and confirm all information for each person inside your household.		Head of Household	61	Male	<a href="#">Review and Confirm</a>	<a href="#">Delete</a>
		Spouse	42	Female	<a href="#">Review and Confirm</a>	<a href="#">Delete</a>
		Live-In Attendant	39	Female	<a href="#">Review and Confirm</a>	<a href="#">Delete</a>
		Adult	32	Male	<a href="#">Review and Confirm</a>	<a href="#">Delete</a>
		Foster	21	Male	<a href="#">Review and Confirm</a>	<a href="#">Delete</a>
		Student18+	21	Male	<a href="#">Review and Confirm</a>	<a href="#">Delete</a>
		Youth<18	9	Female	<a href="#">Review and Confirm</a>	<a href="#">Delete</a>

Showing 1 to 7 of 7 entries

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

# Intake Application

\* Denotes a required field

## Income

Select all sources of your family's income.

- Is any member of your family currently employed (either part-time or full-time)? \*
- ☐ Yes ☐ No
- Does any member of your family earn overtime, bonuses, tips, or commissions? \*
- ☐ Yes ☐ No
- Is any member of your family self-employed? \*
- ☐ Yes ☐ No
- Is any member of your family a PHA employee? \*
- ☐ Yes ☐ No

\* Denotes a required field

## Assets

Select all family assets.

- Does any member of your family have a checking or savings account? \*
- ☐ Yes ☐ No
- Does any member of your family have cash not held in a bank? \*
- ☐ Yes ☐ No
- Does any member of your family have a certificate of deposit (CD), mutual fund, or treasury bill? \*
- ☐ Yes ☐ No
- Has anyone in your family disposed of any assets or sold any real estate for less than market value in the last 2 years (including any assets that were given away)? \*
- ☐ Yes ☐ No

\* Denotes a required field

## Expenses

Select all family expenses.

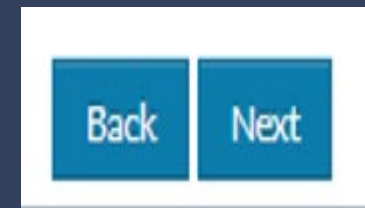
- Does your family have childcare expenses? \*
- ☐ Yes ☐ No
- Does your family have medical expenses? \*
- ☐ Yes ☐ No
- Does your family have disability expenses? \*
- ☐ Yes ☐ No

## Application Progress 35%

- You will be asked a series of questions before adding details for income, assets, and expenses.
- You must provide verifications for all reported income, assets, and expenses for your file to be complete for review.

# Intake Application

- You will notice you have the option to go back, but you cannot skip ahead until you have confirmed information in each category.
- Once you have completed entering income, asset and family information, you will then upload verifications, and then you will be asked to review and certify that it is true and complete prior to signing required forms.



# Intake Application

- Verifications must be uploaded for all income, assets, and expenses for the household. You may also upload any other items you like under the “Scan other household documents” such as photo id (adults), birth and social security number verifications for all persons. You can upload more, view, or delete at any time.

Document	Upload	View	Delete	Uploaded Date
<b>name</b> Checking - Upload necessary documents.	Upload			
<b>name</b> - Burger King - Upload necessary documents.	Upload			
<b>name</b> Scan other household documents.	Upload			
<b>name</b> prescriptions - Upload necessary documents.	Upload	View	Delete	06/24/2024

Showing 1 to 4 of 4 entries

Back Next

## Documents

Listed below is a sample of the documents you requested to submit to CMHA in order to validate or process any changes. CMHA is not able to process information until all verifications are received:

### 1. Proof of Household Income

1. Employment (6 most recent paystubs)
2. ADC/OWF
3. Social Security and/or SSI Benefits
4. Pension and/or Disability Benefits
5. Unemployment Benefits
6. Child Support (12-month printout)

### 2. Proof of Full Time Student Status (for everyone 18 and older in your household attending school)

1. School Schedule verifying student enrolled Full time

### 3. Proof of Daycare Expenses for Children 12 and Under

1. Receipts from Daycare Provider

### 4. Proof of Household Assets

1. Most recent bank statement for each account
2. Life Insurance policy Cash value
3. Certificate of Deposit or Stocks

### 5. Proof of Medical Expenses (optional only if the head of household, spouse or co-head is disabled, handicapped, or age 62 or older)

1. 12-month printout of medications purchased
2. 12-month printout of spend-down activity
3. 12-month printout of expenses with medical providers

### 6. Proof of Identity (when requesting to add persons)

1. Birth Verification
2. Social Security number verification
3. Photo ID (adults)

Upload the requested documents below. If you are unable to upload the documents now, click **Next** and we will gather this information later.

# Intake Application

**Next you will be prompted to make sure you have uploaded all needed verifications.**

**Identity (birth and ss# verification & photo id)**

**Income**

**Assets**

**Expenses**

**Please ensure you upload all verifications to not delay processing.**

# Intake Application

- You will review information submitted by you through the workflow and will need to certify that it is true and complete.

☒ I hereby certify that the information I provided above is true and correct to the best of my knowledge. I understand that a false statement may disqualify me for benefits.

# Intake Application

- You will need to sign electronically for the Head of Household and other Family Members 18 years or older will need to sign electronically. You will need to email them to log in to sign their documents by the indicated deadline.

## Sign and Submit

Under penalty of law, I certify and acknowledge that I am authorized to electronically sign and submit the information provided and that all information provided is true and accurate. I understand that any false, fictitious, or fraudulent statement or information I provide may lead to my criminal prosecution, imprisonment, fines, penalties, eviction, and expulsion/exclusion from assistance programs.

Document	Sign
Household Documents for [redacted] to Sign	<a href="#">Click Here to Sign</a>
Member Documents for [redacted] to Sign	<a href="#">Click Here to Sign</a>
Household Documents for [redacted] to Sign	<a href="#">Click Here to Invite</a>
Member Documents for [redacted] to Sign	<a href="#">Click Here to Invite</a>

Showing 1 to 4 of 4 entries

## Invite Member to Sign Documents

Email Address

Confirm Email Address

Message to Invitee

[Send Invitation](#)[Cancel](#)

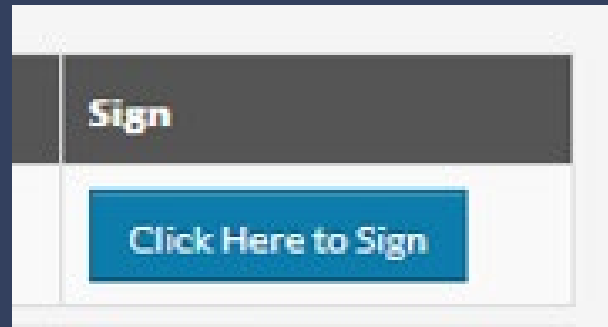
# Intake Application

## Disclosure & Consent

### Sign and Submit

Under penalty of law, I certify and acknowledge that I am authorized to electronically sign and submit the information provided and that all information provided is true and accurate. I understand that any false, fictitious, or fraudulent statement or information I provide may lead to my criminal prosecution, imprisonment, fines, penalties, eviction, and expulsion/exclusion from assistance programs.

- Next click on **Click Here to Sign Box** to pick an electronic signature to apply to your application, then click and save to continue.



### 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](#)

# Intake Application

The screenshot shows a web form for an intake application. At the top, there is a checkbox with an 'X' inside, followed by the text "Check this box if you choose not to provide the contact information." Below this, there are two yellow rectangular buttons: "Sign" on the left and "Date" on the right. Underneath these buttons, the text "Signature of Applicant" is centered under the "Sign" button, and "Date" is centered under the "Date" button. A horizontal line separates this section from a footer area. The footer area contains a small line of text: "The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The". Below this text, there are two buttons: a light gray button on the left labeled "Save Progress" and a blue button on the right labeled "JUMP TO NEXT".

☒ Check this box if you choose not to provide the contact information.

Sign Date

Signature of Applicant Date

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The

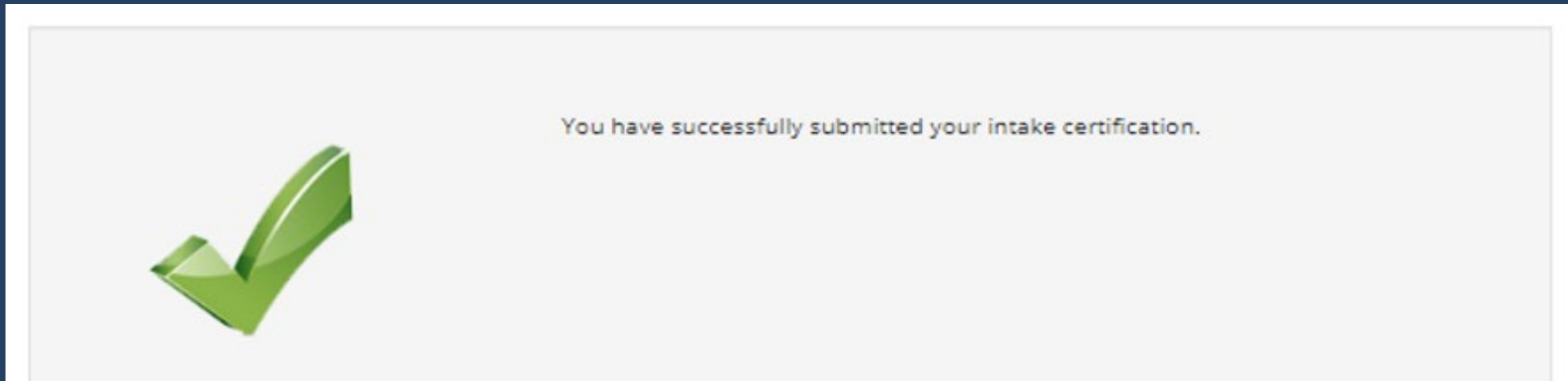
Save Progress JUMP TO NEXT

Make sure to scroll through the signature documents completely and click both the signature box and the date box.

Every family member 18 and over needs to pick a signature and sign and date all authorizations.

You will click at the name and date. You can continue scrolling or click – “Jump to Next” until all forms have been completed.

# Intake Application



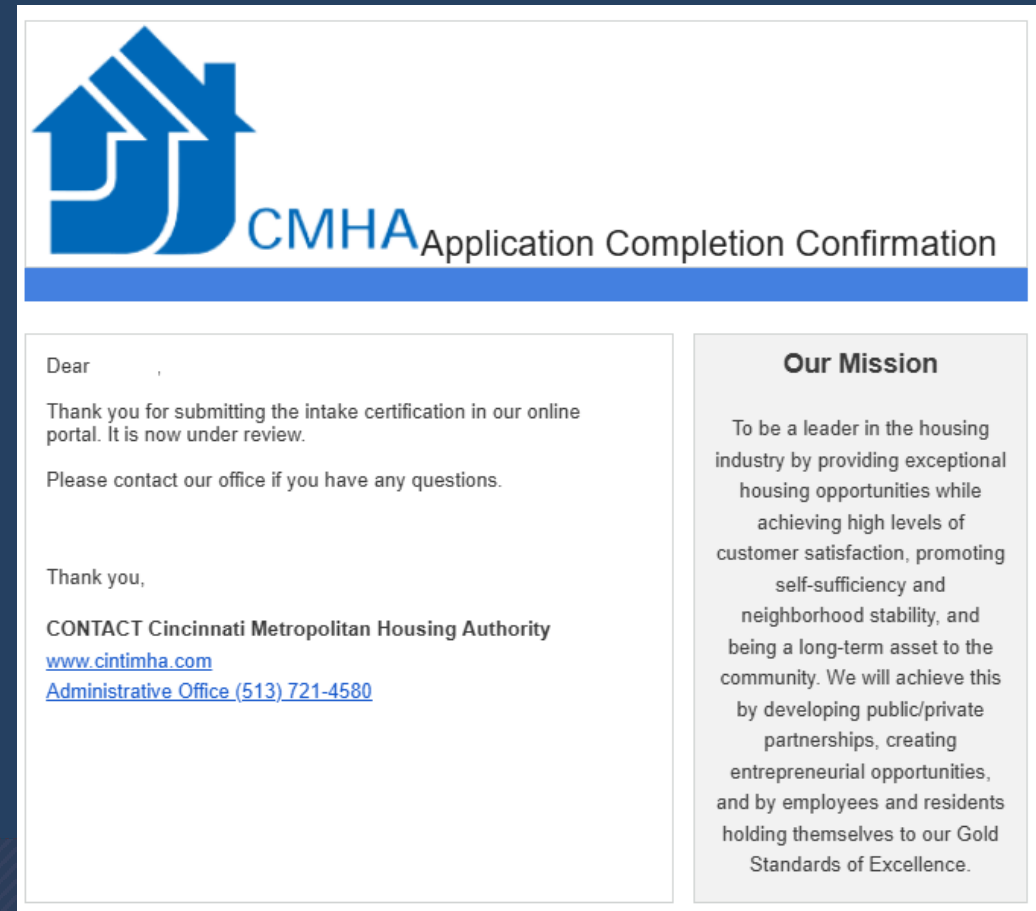
Each box that requires a signature will be highlighted. Click on the boxes and a green check mark will appear.

# Intake Application

Application Progress 100%

- Once all members have signed all authorizations and you have submitted your Application/Annual Recertification, you will see that the progress bar says 100%.

You will receive email confirmation of submission along with a copy of forms completed.



The image shows a screenshot of an email confirmation from CMHA. At the top is the CMHA logo, which consists of a stylized blue house icon next to the text 'CMHA'. Below the logo is a blue horizontal bar with the text 'Application Completion Confirmation' in white. The email body is divided into two columns. The left column contains a greeting 'Dear ,', a thank you message for submitting the intake certification, a request to contact the office if there are questions, and contact information for the Cincinnati Metropolitan Housing Authority, including the website [www.cintimha.com](http://www.cintimha.com) and the administrative office phone number (513) 721-4580. The right column is titled 'Our Mission' and contains a paragraph about the organization's goals, including providing exceptional housing opportunities, achieving high levels of customer satisfaction, promoting self-sufficiency and neighborhood stability, and being a long-term asset to the community.

**CMHA** Application Completion Confirmation

Dear ,

Thank you for submitting the intake certification in our online portal. It is now under review.

Please contact our office if you have any questions.

Thank you,

**CONTACT Cincinnati Metropolitan Housing Authority**  
[www.cintimha.com](http://www.cintimha.com)  
[Administrative Office \(513\) 721-4580](tel:5137214580)

**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.

# Intake Application

- You have completed your online Application! You can log back in and upload requested documents, communicate with TEAM and view your documents once your Application has been processed.
- Please note that if your application is not completed or all verifications are not received by the provided deadlines you will be removed from the waitlist and will need to reapply for the waitlist when it reopens.



# “My Voucher” Box - Briefing & Voucher Issuance

- Families will receive email & USPS notification that a voucher has been issued and the Family must go online to view the Briefing Video and sign their Voucher.

You have been issued a voucher. To get started, go to our online portal shown below and select **Click here to register**. Next, select **I have a registration code** and enter the registration code shown below to create an account.

Once you log in to the portal, select the **MY VOUCHER** icon and follow the instructions on the screen to sign your voucher.

- Portal Website: [myinfo.cintimha.com](http://myinfo.cintimha.com)

- Registration Code:

**Will have Family's email or registration code**

**APPLICANTS** – Failure to complete your briefing and sign your voucher will result in withdrawal from the waitlist and you will have to reapply for the program the next time our wait list opens.

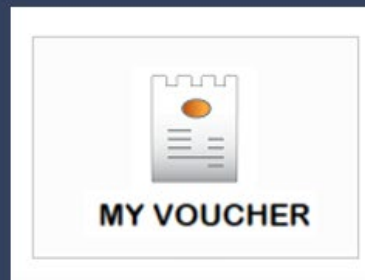
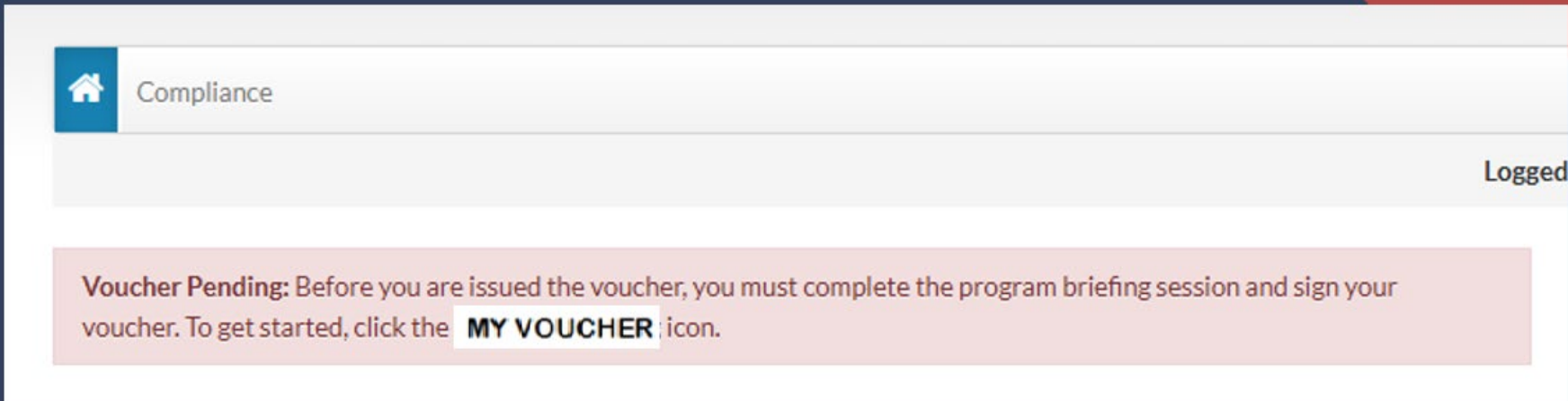
**PARTICIPANTS** - If you are currently in a unit assisted by the HCV program, CMHA will continue your assistance in this unit. If you are not in a unit assisted by the HCV program, your voucher is terminated and you will have to reapply for the program the next time our wait list opens.

You must complete the Section 8 Briefing workflow to receive your voucher and submit a Request for Tenancy Approval (RFTA). The RFTA must be received prior to the voucher expiration date. Failure to submit the RFTA by the voucher expiration date may result in the loss of the Housing Choice Voucher (HCV) assistance. In accordance with 24 CFR § 982.554 paragraph c(4) and 24 CFR § 982.555 paragraph b(4), CMHA is not required to provide a hearing/review regarding the expiration of a voucher.

Please contact Customer Service at 513-977-5800 for any assistance.

# “My Voucher” Box - Briefing & Voucher Issuance

- MY VOUCHER box - To access Briefing Video & Voucher for Electronic Signature



# “My Voucher” Box - Briefing & Voucher Issuance

## Voucher Briefing

You must complete the Section 8 Briefing and sign your voucher before you can look for a unit. Once you find a unit, you can invite the landlord to complete the Request for Tenancy Approval (RFTA) through our online portal.

It is important that you view the briefing in its entirety because there is valuable information for you about the Housing Choice Voucher (HCV) program.





Please take note of your voucher number as Landlords will need this information to submit a Request for Tenancy Approval (RFTA).



Cincinnati Metropolitan Housing Authority

1627 Western Avenue  
Cincinnati, OH 45214

### Voucher Information

 Voucher Number: 7868-TT0140818-24320  
 Voucher Bedroom Size: 1  
 Issuance Date: 5/27/2025  
 Expiration Date: 8/25/2025

[Start Section 8 Briefing](#)

- The Family can see their Voucher number (needed for online RFTA submission) as well as their issuance/expiration date. In this example, the only option is to start the briefing to get to their voucher to sign. If the family does not complete the online briefing process, the voucher will expire. If an Applicant's voucher expires, they will be removed from the waitlist and will need to reapply when the waitlist reopens. If a Participant's voucher expires, their participation in the program may end depending on their current unit's standing.

# “My Voucher” Box - Briefing & Voucher Issuance

**CMHA**Section 8 Briefing Started

Dear **Family Name**

Thank you for starting your Section 8 Briefing in our online portal for voucher number: **VOUCHER NUMBER**. You must complete the Section 8 Briefing workflow to receive your voucher and submit a Request for Tenancy Approval (RFTA). The RFTA must be received prior to the voucher expiration date. CMHA will review the RFTA for background, rent reasonable, affordability, and passed inspection. Once the RFTA has been approved through HAP contract and residential lease, payments will be released for the next applicable checkrun and the lease up process will be complete. Failure to submit the RFTA by the voucher expiration date may result in the loss of the Housing Choice Voucher (HCV) assistance. Please contact Customer Service at 513-977-5800 for any assistance.

Sincerely,  
Cincinnati Metropolitan Housing Authority

Thank you,

**CONTACT 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.

- Once the family starts the workflow, they will receive an email verifying the start of the process

# “My Voucher” Box - Briefing & Voucher Issuance

## Voucher Briefing

Language Selection

Instructional Video

Emergency Contact

Sign and Submit

Application Progress 0%

\*Denotes a required field

Please select your preferred language

Preferred Language\*

☒ English

☐ Español (Spanish)

Next

# “My Voucher” Box - Briefing & Voucher Issuance

- Briefing is 40 minutes long and provides much needed information regarding the Housing Choice Voucher Program. The Family should click the “Here” button to be directed to our website to receive a copy of their Briefing Packet which includes additional information and forms for their reference.

## Section 8 Briefing

[Language Selection](#)[Instructional Video](#)[Emergency Contact](#)[Sign and Submit](#)


Application Progress 

25%

\*Denotes a required field

### Instructional Video


Click [HERE](#) for a copy of your Briefing Packet.



CMHA HCV Briefing rev 5.15.25

Cincinnati  
Metropolitan  
Housing  
Authority

Housing Choice Voucher  
(Section 8) Orientation (WL)

Watch on  YouTube



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

30

# “My Voucher” Box - Briefing & Voucher Issuance

- The Family may add an Emergency Contact if they like.

## Voucher Briefing

[Language Selection](#)[Instructional Video](#)[Emergency Contact](#)[Sign and Submit](#)

Application Progress

50%

\*Denotes a required field

### Emergency Contact (optional)

You may add a person or organization as an emergency contact to help resolve issues that may arise during your tenancy.

Add

No Emergency Contacts Added

Back

Next

# “My Voucher” Box - Briefing & Voucher Issuance

- Signature Page. Additional spot for Family to click “Here” to receive a copy of the Briefing Packet.
  - Below shows “Click Here to Sign” - this will be their Voucher

## Voucher Briefing

[Language Selection](#)  
[Instructional Video](#)  
[Emergency Contact](#)  
**Sign and Submit**

**Application Progress**

75%

\*Denotes a required field

### Sign and Submit

Once you sign your voucher, you can view and print your briefing packet.  
Please take note of your voucher number as Landlords will need this to submit a Request for Tenancy Approval (RFTA).

**Click [HERE](#) for a copy of your Briefing Packet.**

Document	View	Sign
Briefing Packet	<a href="#">View Briefing Packet (Unsigned)</a>	<a href="#">Click Here to Sign</a>

Showing 1 to 1 of 1 entries

[Back](#)

# “My Voucher” Box - Briefing & Voucher Issuance

- Above will be signed acknowledgment for Emergency Contact or choice to not have one.
- Bottom is the signed Voucher.
- Will turn from Sign/Date to green checks once signed.

<input checked="" type="checkbox"/> Check this box if you choose not to provide the contact information.	
<div>Sign</div>	<div>Date</div>
Signature of Applicant	Date

Please read <b>entire</b> document before completing form Fill in all blanks below. Type or print clearly.		Voucher Number <div>Voucher number, needed to submit RFTA</div>
1. Insert <b>unit size</b> in number of bedrooms. (This is the number of bedrooms for which the Family qualifies, and is used in determining the amount of assistance to be paid on behalf of the Family to the owner.)		1. Unit Size 1
2. <b>Date Voucher Issued (mm/dd/yyyy)</b> Insert actual date the Voucher is issued to the Family.		2. Issue Date (mm/dd/yyyy) <div>Date voucher was issued</div>
3. <b>Date Voucher Expires (mm/dd/yyyy)</b> must be at least sixty days after date Voucher is issued. (See Section 6 of this form.)		3. Expiration Date (mm/dd/yyyy) <div>Date voucher expires</div>
4. <b>Date Extension Expires (if applicable)(mm/dd/yyyy)</b> (See Section 6. of this form)		4. Date Extension Expires (mm/dd/yyyy)
5. Name of Family Representative <div>Family's Name</div>	6. Signature of Family Representative <div>✓</div>	Date Signed <div>✓</div>
7. Name of Public Housing Agency (PHA) Cincinnati Metropolitan Housing Authority		
8. Name and Title of PHA Official <div>CMHA Staff's Name</div>	9. Signature of PHA Official <div>CMHA Staff Signature</div>	Date Signed (mm/dd/yyyy) 5/27/2025

# “My Voucher” Box - Briefing & Voucher Issuance

- Family will receive an email confirming the completion of the Section 8 Briefing. This email will also include a copy of the signed voucher.

**CMHA**Section 8 Briefing Completion  
Confirmation

Dear ~~XXXXXXXXXX~~,

You have successfully signed your voucher and completed your Section 8 Briefing for the voucher number: ~~XXXXXXXXXXXX~~. When you find a unit, invite the landlord to complete the Request for Tenancy Approval (RFTA) using our online portal located under your "Section 8 Briefing" box. Failure to submit the RFTA by the voucher expiration date may result in the loss of the Housing Choice Voucher (HCV) assistance. Please contact Customer Service at 513-977-5800 for any assistance.

Sincerely,  
Cincinnati Metropolitan Housing Authority

Thank you,

**CONTACT Cincinnati Metropolitan Housing Authority**  
[www.cintimha.com](http://www.cintimha.com)  
[Administrative Office \(513\) 721-4580](tel:5139775800)

**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.

# “My Voucher” Box - Voucher Extension

- The family may request an extension. Please note that CMHA is not obligated to provide extensions and families are not entitled to a hearing for voucher expiration or not receiving an extension.

## Voucher Briefing

You must complete the Section 8 Briefing and sign your voucher before you can look for a unit. Once you find a unit, you can invite the landlord to complete the Request for Tenancy Approval (RFTA) through our online portal.

It is important that you view the briefing in its entirety because there is valuable information for you about the Housing Choice Voucher (HCV) program.

Please take note of your voucher number as Landlords will need this information to submit a Request for Tenancy Approval (RFTA).



Cincinnati Metropolitan Housing Authority

1627 Western Avenue  
Cincinnati, OH 45214

### Voucher Information

Voucher Number: ~~XXXXXXXXXXXXXXXXXXXX~~  
 Voucher Bedroom Size: 1  
 Issuance Date: 5/27/2025  
 Expiration Date: 8/25/2025  
 Last Update Date: 5/27/2025

[View Briefing Packet](#)

[Invite Landlord](#)

[Request Extension](#)

# “My Voucher” Box - Voucher Extension

- System will ask to confirm if they are sure they want to request an extension. Once confirmed a new window will appear to enter the reason an extension is needed. Family will complete and submit.

test-voucher-3-rentcafewebsite.securecafe.com says

Are you sure you want to request a voucher extension?

OK

Cancel

## Voucher Extension Request

Reason for Extension

Voucher extension reason ▼



Please explain why you need an extension:

Need additional time to locate unit

Submit

# “My Voucher” Box - Voucher Extension

- If the voucher extension is approved, the family must complete the briefing workflow again, to sign and receive the extended voucher. Please note that if RFTA’s have already been submitted for review – the expiration date with tolling may differ.

Please read <b>entire</b> document before completing form Fill in all blanks below. Type or print clearly.		Voucher Number <b>Voucher number, needed to submit RFTA</b>
1. Insert <b>unit size</b> in number of bedrooms. (This is the number of bedrooms for which the Family qualifies, and is used in determining the amount of assistance to be paid on behalf of the Family to the owner.)		1. Unit Size 1
2. <b>Date Voucher Issued (mm/dd/yyyy)</b> Insert actual date the Voucher is issued to the Family.		2. Issue Date (mm/dd/yyyy) <b>Date voucher was issued</b>
3. <b>Date Voucher Expires (mm/dd/yyyy)</b> must be at least sixty days after date Voucher is issued. (See Section 6 of this form.)		3. Expiration Date (mm/dd/yyyy) <b>Date voucher expires</b>
4. <b>Date Extension Expires</b> (if applicable)(mm/dd/yyyy) (See Section 6. of this form)		4. Date Extension Expires (mm/dd/yyyy) <b>EXTENDED VOUCHER DATE</b>
5. Name of Family Representative <b>Family's Name</b>	6. Signature of Family Representative 	Date Signed 
7. Name of Public Housing Agency (PHA)  Cincinnati Metropolitan Housing Authority		
8. Name and Title of PHA Official <b>CMHA Staff's Name</b>	9. Signature of PHA Official <b>CMHA Staff Signature</b>	Date Signed (mm/dd/yyyy) <b>5/27/2025</b>

# Family Driven RFTA Online Initiation

- If the Family locates a unit they would like to submit a RFTA for, they may send the landlord an invite via their portal. This will notify the Landlord of their interested unit as well as their voucher number to submit it.
  - The Family will click “Invite Landlord”

## Voucher Briefing

You must complete the Section 8 Briefing and sign your voucher before you can look for a unit. Once you find a unit, you can invite the landlord to complete the Request for Tenancy Approval (RFTA) through our online portal.

It is important that you view the briefing in its entirety because there is valuable information for you about the Housing Choice Voucher (HCV) program.






Please take note of your voucher number as Landlords will need this information to submit a Request for Tenancy Approval (RFTA).



Cincinnati Metropolitan Housing Authority

1627 Western Avenue  
Cincinnati, OH 45214

### Voucher Information

 Voucher Number: 7868-TT0140818-24320  
 Voucher Bedroom Size: 1  
 Issuance Date: 5/27/2025  
 Expiration Date: 8/25/2025  
 Last Update Date: 5/27/2025

[View Briefing Packet](#)[Invite Landlord](#)[Request Extension](#)

# Family Driven RFTA Online Initiation

- The Family will enter the requested information and preview the email

Invite Landlord

Invite Landlord

Landlord Name

Landlord Email Address

Requested Rental Unit Address

[Preview Email](#)




Invite Landlord

Invite Landlord<sup>a</sup>

Landlord Name

Landlord Email Address

Requested Rental Unit Address


[Preview Email](#) 

# Family Driven 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 Unit Details

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.

# Landlord Driven RFTA Online Initiation

## Landlord Portal

## RFTA Location

- Landlord's can initiate the RFTA Process with a Family by Clicking **“Add New RFTA”**
- Landlord will need the Family's Voucher Number

The screenshot displays the Landlord Portal interface. At the top, a navigation bar includes links for Home, Agency Management, Settings, and Logout. A user is logged in as 'Landlord's Name'. Below the navigation bar, there are three main action buttons: 'Agency Details', 'Register with Another Agency', and 'Submit Unit Details'. The 'Submit Unit Details' button is highlighted with a red border. Below this, the 'Submit Unit Details' page is shown, featuring a light blue informational box and a button labeled 'Submit Unit Details' with the text 'Click to Add new RFTA - you will need Family's Voucher number'.

Home Agency Management Settings Logout

Logged in as Landlord's Name

Agency Details Register with Another Agency Submit Unit Details

Home Agency Management Settings Logout

Logged in as Landlord's Name

### Submit Unit Details

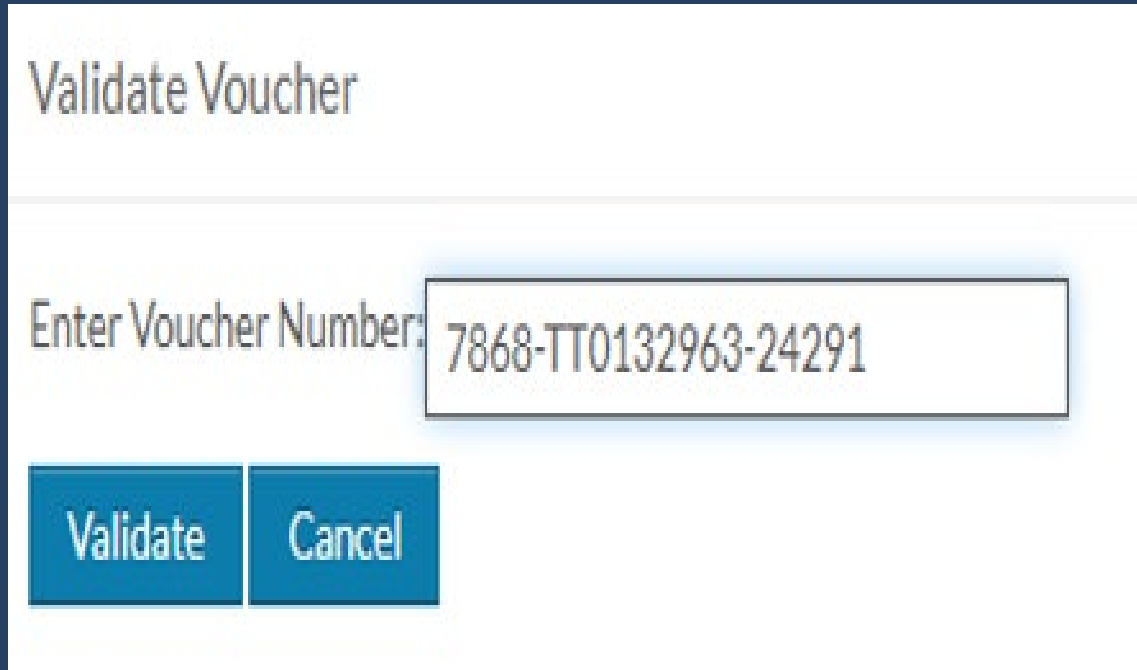
You must complete a Request for Tenancy Approval (RFTA) for each prospective Housing Choice Voucher (Section 8) tenant. This form collects information about the proposed unit and rental agreement; the RFTA must then be approved by our agency. Please note, you will be asked to enter the prospective tenant's unique voucher number to add the RFTA. The voucher number is listed on the invitation notice you received from the tenant and is also on the paper RFTA form itself.

[\\*For more information on the Housing Choice Voucher program, including the leasing up process, tenant obligations, and unit inspection requirements, click here.](#)

Submit Unit Details Click to Add new RFTA - you will need Family's Voucher number

# 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

### Submit Unit Details

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

Application Progress

0%

Application Progress

40%

Application Progress

80%

Application Progress

100%

# RFTA - Language Selection

## Submit Unit Details

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 0%

\*Denotes a required field

Please select your preferred language

Preferred Language\*

☒ English

☐ Español (Spanish)

Next

# RFTA - Instructions

## Submit Unit Details

Application Progress 10%

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

### 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 1<sup>st</sup> Completion, it will Prepopulate

## Submit Unit Details

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\*

Landlord Name (if not entered above)

Tax ID or SSN\*

Phone Number\*

Email\*

Address 1\*

(street address - line 2)

City\*

State\*

ZIP Code\*

Back

Next

# RFTA - Rental Unit Address

## Submit Unit Details

[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 

30%

\*Denotes a required field

### Rental Unit Address

Address 1\*

(street address - line 2)

City\*

State\*

OH ▼

ZIP Code\*

BackNext

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

## Submit Unit Details

[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*
<div>Single family detached</div>	<div>2/20/2025</div>
Year Unit Was Built*	Proposed Rent*
<div>1900</div>	<div>\$2,500.00</div>
Number of Bedrooms*	Security Deposit*
<div>4</div>	<div>\$2,000.00</div>
Proposed Lease Start Date*	
<div>3/1/2025</div>	

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

## Submit Unit Details

Application Progress 

50%

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

### 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 Gass 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

## Submit Unit Details

Application Progress 

70%

- 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

### 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

## Submit Unit Details

Application Progress

80%

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

### 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.

All forms must be of the current calendar year.

Please complete and upload the [Landlord RFTA Required Documents](#) (these include the Property Owner Certification, Property Manager Authorization, & Rent Reasonable Assessment Sheet) in the 'Upload necessary documents' section. [Click Here.](#)

Please complete and upload the [Ratio Utility Billing Assessment Sheet](#) in the 'Upload necessary documents' section *only if applicable to the unit*. This is when a tenant pays a set amount for a specific set of utilities. [Click Here.](#)

Please complete and upload [Form W-9](#) in the 'Upload IRS W-9' section. [Click Here.](#)

**\*\*\*\*\*Water Bill Notice:** If the tenant is responsible for paying for Water/Sewer at the RFTA unit, you will need to upload a \$0 past due water bill for the RFTA unit in the '[Upload necessary documents](#)' section. If the tenant is a current participant in our program and is responsible for paying for Water/Sewer at their current unit, you will need to upload a \$0 past due water bill for their current unit. You may submit the RFTA without it, but it will be needed to move forward.

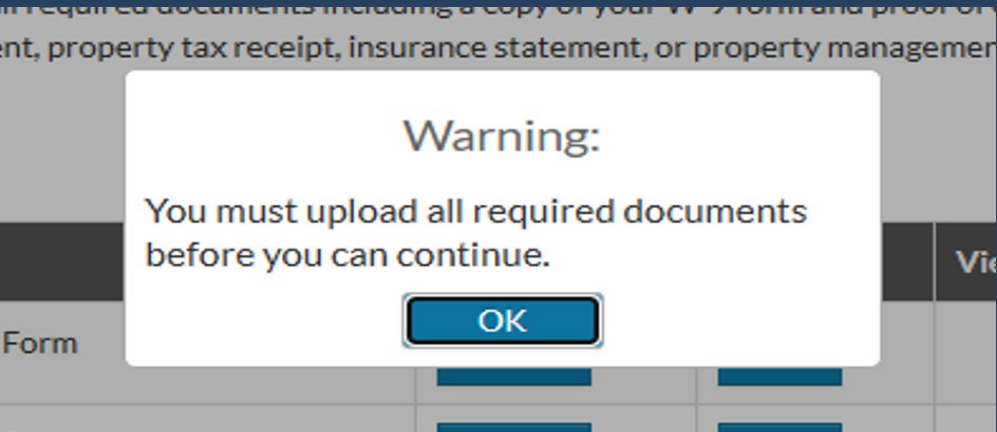
Document	Upload	Scan	View	Delete	Uploaded Date
Upload necessary documents.	<a href="#">Upload</a>	<a href="#">Scan</a>			
Upload Proof of Ownership	<a href="#">Upload</a>	<a href="#">Scan</a>			

Showing 1 to 2 of 2 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

## Submit Unit Details

- 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 for all needed background reviews. CMHA will reach out as needed.

Once the RFTA passes the required checks, the Inspections Department will reach out to schedule an inspection. Upon a passed inspection, a lease start date will be established. The move will be prepared for the HAP contract process to be initiated for electronic signatures, submission of the residential lease, and direct deposit information.

**REMINDER:** Please check your email and portal periodically for updates!

Document	View	Sign
RFTA Form	<a href="#">View RFTA (Unsigned)</a>	<a href="#">Click Here to Sign</a>

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

<b>Request for Tenancy Approval</b> 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. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt	8. Date Unit Available for Inspection	
4/1/2025	2	1978	\$ 1,500.00	\$ 1,500.00	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; justify-content: space-between;"> <div> <input type="checkbox"/> Section 202   <input type="checkbox"/> Tax Credit   <input type="checkbox"/> Section 236 (insured or uninsured)   <input type="checkbox"/> Section 515 Rural Development   <input type="checkbox"/> Other (Describe Other Subsidy, including any state or local subsidy) _____                         </div> <div> <input type="checkbox"/> Section 221(d)(3)(B)MIR   <input type="checkbox"/> HOME                         </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.

## 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 for all needed background reviews. CMHA will reach out as needed.

Once the RFTA passes the required checks, the Inspections Department will reach out to schedule an inspection. Upon a passed inspection, a lease start date will be established. The move will be prepared for the HAP contract process to be initiated for electronic signatures, submission of the residential lease, and direct deposit information.

**REMINDER:** Please check your email and portal periodically for updates!



MY VOUCHER

[View RFTA](#)

[Click Here to Sign](#)




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

# 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



Cincinnati Metropolitan Housing Authority  
1627 Western Avenue  
Cincinnati, OH 45214

RFTA Information

Voucher Number: 7868-Tt0135717-24304

Voucher Bedroom Size: 3

Tenant Name:

Status: RFTA In Progress

Last Update Date: 3/31/2025

Created Date: 3/31/2025


RFTA Unit:

This RFTA was not finished by Landlord. Has "Continue" option

Continue

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:

Status: Agency Processing RFTA

Last Update Date: 3/25/2025


Created Date: 3/25/2025

RFTA Unit:

Active RFTA - CMHA is reviewing

Only CMHA can cancel RFTA once submitted

View



Cincinnati Metropolitan Housing Authority  
1627 Western Avenue  
Cincinnati, OH 45214

RFTA Information

Voucher Number: 7868-Tt0079685-24306

Voucher Bedroom Size: 3

Tenant Name:

Status: RFTA Pending Applicant Signature

Last Update Date: 3/25/2025

Created Date: 3/25/2025

RFTA Unit:

RFTA pending Family's signature. Landlord has option to Cancel

View

Upload Documents

Cancel RFTA

# 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:  
Status: RFTA Pending Applicant Signature

Last Update Date: 3/31/2025  
Created Date: 3/31/2025  
RFTA Unit:

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:  
Status: Unit Inspection Scheduled

Last Update Date: 3/25/2025  
Created Date: 3/25/2025  
RFTA Unit:

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

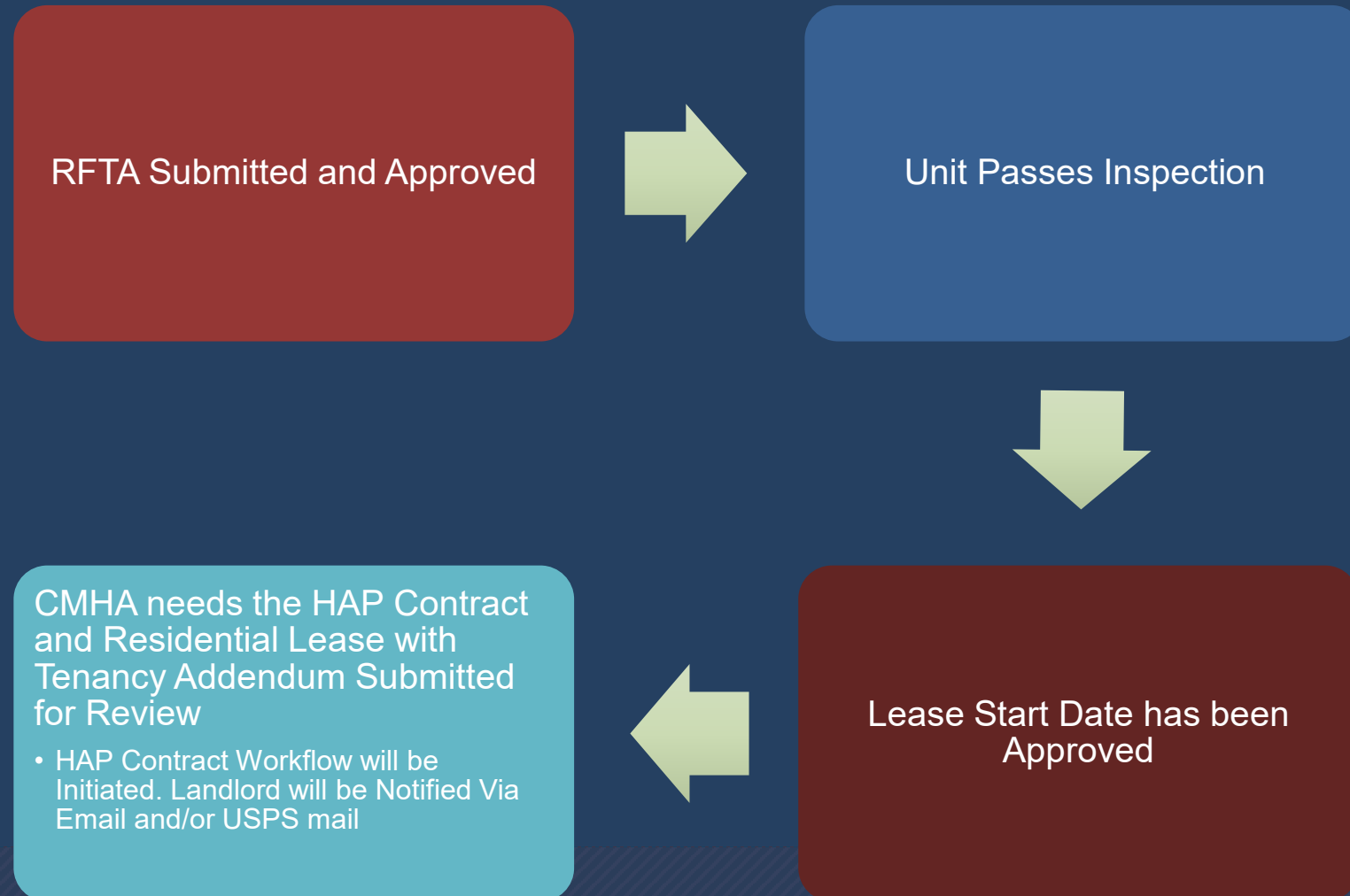
Voucher Number: 7868-Tt0079685-24306  
Voucher Bedroom Size: 3  
Tenant Name:  
Status: Unit Inspection Passed

Last Update Date: 3/25/2025  
Created Date: 3/25/2025  
RFTA Unit:

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](mailto: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

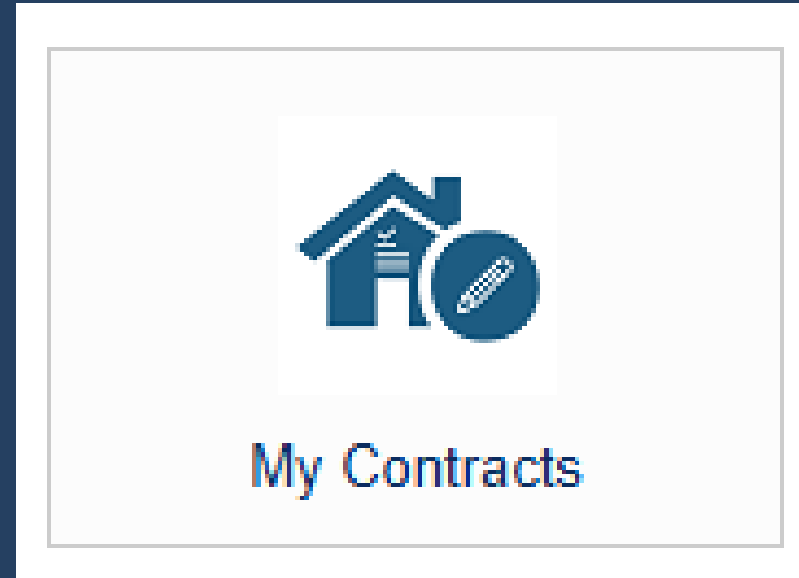
Login Information:

- Portal Website: [myinfo.cintimha.com](http://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.  
You can locate a copy of the Tenancy Addendum, Direct Deposit, and Direct Deposit HAP Addendum via the Landlord Documents site menu.

Please complete the following forms and submit them along with your Residential Lease and Tenancy Addendum.  
**Direct Deposit Form** - [Click Here](#).  
**Direct Deposit Addendum Form** - [Click Here](#).

Document	Upload	Scan	View	Delete	Uploaded Date
Upload Lease and Tenancy Addendum.	<div>Upload</div>	<div>Scan</div>			

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	<a href="#">View HAP Contract (Unsigned)</a>	<a href="#">Click Here to Sign</a>

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.

**REMINDER:** Check your email and portal for updates! If CMHA needs any corrections, notifications will be in your email and/or portal. Once the packet is reconciled and found compliant, payments will be made on the next applicable check run.



You have successfully submitted your HAP contract.

Document	View	Sign
HAP Contract	<div>View HAP Contract (Signed)</div>	Signing Complete

# 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

