




P.O Box 2316 Renton, WA 98056-0316  
Office (425)226-1850 Fax (425)271-8319

TTY 800-833-6388 

Date: \_\_\_\_\_, 20\_\_\_\_

Please complete the information below so the Housing Authority can contact the owner and/or tenant if necessary.

	<u>Name</u>	<u>Rental Address</u>	<u>Phone #1</u>	<u>Phone #2</u>	<u>Fax #</u>	<u>e-mail</u>
<u>Owner</u>						
<u>Tenant</u>						

**LANDLORD FORM CHECKLIST**

**\*IMPORTANT**

- Instructions:** Please check off the forms in this packet as they are completed. These forms are necessary before an Initial Inspection will be conducted. When all forms are completed, please sign and date and submit to the Housing Authority no later than the 20<sup>th</sup> of the month.

**\*PLEASE NOTE:** RHA inspectors have approximately 14 days to complete your inspection after the Landlord Package is correctly completed no later than the 20<sup>th</sup> of the month. After the 20<sup>th</sup> of the month, the inspection will be scheduled the following month. Once the unit has been inspected and approved by Renton Housing Authority, you may move into your unit. A correct signed and dated lease and a Housing Assistance Payment contract must be received prior to issuance of payment.

*\*Initialed and dated* Landlord: \_\_\_\_\_ /\_\_\_/20\_\_ Section 8 Participant: \_\_\_\_\_ /\_\_\_/20\_\_

**A. LANDLORD FORMS**

- 1. REQUEST FOR TENANCY APPROVAL
- 2. CONCESSION

If you are a person with a disability and need an accommodation, please do not hesitate to let your specific needs be known to the Housing Authority. If yours is a limited English speaking household and you want this letter interpreted at no cost, please come to RHA during normal hours, Monday through Friday, 8:00 am to 5:00 pm.

- 3. **OWNER'S CERTIFICATIONS**
  - Owners of projects with more than 4 units must complete the section for most recently leased comparable unassisted units within the premises.
  - The program regulation requires the PHA to certify that the rent charged to the Housing Choice Voucher tenant is not more than the rent charged for other unassisted comparable units.
  - Owner and Tenant must supply current information including a working telephone number.
  - The form must be signed and dated by both parties.

4. **STEPS TO EXECUTE SECTION 8 RENTAL ASSISTANCE**

5. **REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (W-9)**

- Completed by Owner.

6. **FIDUCIARY AND SIGNATURE AUTHORITY**

- The property owner by their signature authorizes
  - Who will receive and sign the Housing Assistance Payment (HAP) Contract.
  - Who will sign all Section 8 documents and forms on behalf of the owner.
  - Where the HAP check will be sent.
- All changes in ownership, payee, and the assigned signer etc. must be reported immediately in writing to the Housing Authority.

7. **SECTION 8 LANDLORD CERTIFICATION**

8. **SECTION 8 PROGRAM NOTICE**

9. **LEAD WARNING STATEMENT AND DISCLOSURE**

10. **SMOKE DETECTION DEVICE**

11. **TENANCY ADDENDUM**

12. **LEAD BASED PAINT REGULATION NOTICE**

**B. UNIT INSPECTION**

1. **INSPECTION CHECK LIST**

- Please use the Inspection Checklist as a guide to prepare the unit for the Initial Inspection.
- Please call the Inspectors with questions regarding the inspection.
  - Jim Milonas 425-226-1850 x 232

**C. LEASE**

If you are a person with a disability and need an accommodation, please do not hesitate to let your specific needs be known to the Housing Authority. If yours is a limited English speaking household and you want this letter interpreted at no cost, please come to RHA during normal hours, Monday through Friday, 8:00 am to 5:00 pm.

❑ 1. **LEASE NEEDED DETAILS**

▪ **Points to remember when composing the lease:**

The lease must include *all of the following information*:

- The Owner and the Tenant's names.
  - All names and ages of the household residing in the rental unit.
  - The complete rental address.
  - The monthly rent amount.
  - The program regulation requires the PHA to certify that the rent charged to the Housing Choice Voucher tenant is not more than the rent charged for other unassisted comparable units.
  - The security deposit amount and the financial institution where the deposit monies are held in an interest bearing account.
    - The owner may collect a security deposit from the tenant in an amount not in excess of amounts charged in private market practice and not in excess of amounts charged by the owner to unassisted tenants.
  - The term is for 1 year or 12 months.
  - The beginning and ending dates.
    - The lease cannot begin until after the *inspection passed* and the tenant accepted the keys, even if the tenant has moved into the unit before the inspection.
  - How and when the rent is to be paid.
  - Who is responsible for payment of the monthly utilities.
    - Utilities that are the tenant's responsibility will be billed in the tenant's name.
  - Any late payment conditions.
  - Details about the property care; appliances; pets; etc.
  - Signed and dated by the Owner and Tenant.
  - All corrections initialed and dated by both parties.
- Return the signed and dated lease ***immediately*** to the *Housing Authority*.

**D. HAP CONTRACT**

❑ 1. **ISSUANCE OF HAP CONTRACT**

- After the correct, signed and dated Lease is received by the Housing Authority, a HAP Contract will be sent to the Owner or authorized Agency listed on the Signature and Fiduciary Form in approximately 10 -15 business days for signature.
- The signed and dated HAP Contract must be returned to the Housing Authority before the HAP Check will be issued.

**E. HAP CHECK**

If you are a person with a disability and need an accommodation, please do not hesitate to let your specific needs be known to the Housing Authority. If yours is a limited English speaking household and you want this letter interpreted at no cost, please come to RHA during normal hours, Monday through Friday, 8:00 am to 5:00 pm.

❑ 1. **ISSUANCE OF HAP CHECK**

- Section 8 rental assistance may begin when the HAP Contract is executed by Stephen Gray, Program Coordinator, and the Owner or Agent for the Owner.
- The initial HAP check will be issued to the *designated* person(s) or the agency as listed on the Fiduciary and Signature Authorization.
- The check will be printed and sent approximately **ten (10) business days after receipt of the HAP Contract**. (HAP Contract will be sent to Owner/Landlord approximately 10-15 business days after receipt of correct signed lease agreement).
- The monthly HAP Check is mailed out on the last **business day** of the month. Should the tenant move into the unit any day after the 1<sup>st</sup> of the month, the check will be for the **prorated** rent amount and may include the next month's rental portion.

**I have read and understand that by submitting this packet as part of the Renton Housing Authority Section 8 Housing Choice Voucher Program, that the forms in this packet are complete and all information is true. I understand that if any forms are not returned and the packet is not returned in entirety within five (5) days and/or by the 20<sup>th</sup> of the month, that the leasing process, which includes the inspection and the HAP check, will be delayed.**

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_/\_\_\_\_\_  
Date submitted to RHA

\_\_\_\_\_  
RHA Representative

\_\_\_\_\_/\_\_\_\_\_  
Date received

**Please return all completed documents no later than the 20<sup>th</sup> of the month to:**

Luanne Nash, Management Occupancy Specialist

Phone 425-226-1850 ext. 284 Fax 425-271-8319 [ljn@rentonhousing.org](mailto:ljn@rentonhousing.org)

# 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. 09/30/2017)

Public reporting burden for this collection of information is estimated to average .08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. The Department of Housing and Urban Development (HUD) is authorized to collect information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of the data on the family's selected unit is mandatory. The information is used to determine if the unit is eligible for rental assistance. HUD may disclose this information to Federal, State, and local agencies when relevant civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family voucher assistance.

1. Name of Public Housing Agency (PHA)			2. Address of Unit (street address, apartment number, city, State & zip code)			
3. Requested Beginning Date of Lease	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt.	8. Date Unit Available for Inspection	

9. Type of House/Apartment

Single Family Detached  
  Semi-Detached / Row House  
  Manufactured Home  
  Garden / Walkup  
  Elevator / High-Rise

10. If this unit is subsidized, indicate type of subsidy

Section 202  
  Section 221(d)(3)(BMIR)  
  Section 236 (Insured or noninsured)  
  Section 515 Rural Development

Home  
  Tax Credit

Other (Describe Other Subsidy, Including Any State or Local Subsidy) \_\_\_\_\_

### 11. Utilities and Appliances

The owner shall provide or pay for the utilities and appliances indicated below by an "O". The tenant shall provide or pay for the utilities and appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.

Item	Specify fuel type	Provided by	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Other Electric			
Water			
Sewer			
Trash Collection			
Air Conditioning			
Refrigerator			
Range/Microwave			
Other (specify)			

12. Owner's Certifications.

a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. **Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.**

	Address and unit number	Date Rented	Rental Amount
1.			
2.			
3.			

b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

c. Check 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.

**13. The PHA has not screened the family's behavior or suitability for tenancy. Such screening is the owner's own responsibility.**

14. The owner's lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family as to whether or not the unit will be approved.

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Signature		Signature (Household Head)	
Business Address		Present Address of Family (street address, apartment no., city, State, & zip code)	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)



**RENTON HOUSING AUTHORITY**

P.O. Box 2316 • Renton, WA 98056-0316  
Office 425/226-1850 • Fax 425/271-8319



EQUAL HOUSING OPPORTUNITY [www.rentonhousing.org](http://www.rentonhousing.org)



TTY 1-800-833-6388

TO: Section 8 Program LANDLORDS

Subject: **Rental Concessions**

If you are offering new or existing tenants rental concessions or incentives, it is important that Renton Housing Authority (RHA) and its subsidized Section 8 tenants receive the same measure of benefit as your other tenants.

That is to say, if you are offering one (1) month rent-free for example, to lease a unit you must return to the Section 8 tenant their corresponding portion of rent. To the extent there is a balance offered beyond the tenant's portion it should be returned to the Housing Authority. You may either return the affected RHA housing assistance payment check or advise RHA to have an adjustment made in a subsequent HAP payment.

In this way assisted and unassisted tenants alike will be treated fairly.

Thank you for your support.  
Renton Housing Authority

CONCESSION AMOUNT: \_\_\_\_\_

CONCESSION START DATE: \_\_\_\_\_

CONCESSION END DATE: \_\_\_\_\_

Apartment Management or Owner/Landlord \_\_\_\_\_  
Signature Date

Section 8 Head of House/Apartment Tenant: \_\_\_\_\_  
Signature Date



## RENTON HOUSING AUTHORITY

P.O. Box 2316 • Renton, WA 98056-0316  
Office 425/226-1850 • Fax 425/271-8319



[www.rentonhousing.org](http://www.rentonhousing.org)



TTY 1-800-833-6388

### STEPS TO EXECUTE SECTION 8 RENTAL ASSISTANCE UNDER THE HOUSING CHOICE VOUCHER PROGRAM

The Renton Housing Authority (RHA) Section 8 applicant waitlist is opened and closed depending on the availability of Housing Choice Vouchers.

1. Once selected from the waitlist or when transferring (known as “Porting-in”) from another housing authority’s jurisdiction, the **family completes an RHA Section 8 Program Participant Information Form** and completes the accompanying items including: *Personal Declaration, Release of Information for Public Housing, Request for State Patrol Criminal History Background Check* and *HUD Things You Should Know*.
2. Upon receipt of the completed Participant Information packet, RHA will generate a preliminary *Information Worksheet for Housing Choice Voucher* that establishes the rental limit for the household and the corresponding estimated Housing Assistance Payment (HAP) subsidy. According to their eligibility RHA will issue the family a Voucher for rental assistance. The family has a maximum of 120 days after issuance to complete their housing search and lease a program-qualified unit.
3. The family finds a rental unit and is approved for occupancy by the landlord. The **family and landlord** collaborate in **completing the Request for Tenancy Approval packet** that includes: *Request For Tenancy Approval form HUD-52517, Landlord Certification, Unit Owner’s IRS form W-9, Owner Signature Authority form, Lead-Based Paint Notice, Lead-Based Paint Disclosure Statement, Smoke Detection Device Notice* and *Tenancy Addendum*.
4. The **family submits the completed Request for Tenancy Approval packet**. RHA finalizes the calculations on the Information Worksheet for Housing Choice Voucher to determine if the requested unit is within the affordability guidelines for the family. If the answer is “Yes” a Housing Quality Standards (HQS form HUD-52580) inspection will be scheduled by RHA. If “No” rent must be renegotiated or an alternative unit found and Request packet submitted.
5. After the **unit passes HQS, is declared Rent Reasonable**, and the landlord and new tenant **enter into a lease agreement**, give a **signed copy of the lease to RHA** with the *Tenancy Addendum HUD-52641-A* attached, the **HAP contract will be drafted for the landlord’s signature**. Note: The term of the HAP contract and lease agreement must each, by regulation, include the exact same set of post unit-approval dates.
6. Rental assistance **may begin when the HAP is executed**. The assistance check will be sent to the landlord on the first of each subsequent month. The initial check for the first month is generally issued by the tenth business day *after* receipt of the executed HAP contract. If the family moves in before the unit passes inspection and the HAP is executed **the family is responsible for the full rent payment**.



# Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	
City, state, and ZIP code		
List account number(s) here (optional)		
Requester's name and address (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Social security number
+

or

Employer identification number
+

**Note:** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign Here**

Signature of  
U.S. person ▶

Date ▶

## Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

## Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a **nonresident alien or a foreign entity** not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments (29% after December 31, 2003; 28% after December 31, 2005). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate **Instructions for the Requester of Form W-9**.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

**Other entities.** Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

**Note:** *You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).*

### Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note:** *If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.*

**Exempt payees.** Backup withholding is **not required** on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2);
2. The United States or any of its agencies or instrumentalities;
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities;
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities; or
5. An international organization or any of its agencies or instrumentalities.

Other payees that **may be exempt** from backup withholding include:

6. A corporation;
7. A foreign central bank of issue;
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States;

9. A futures commission merchant registered with the Commodity Futures Trading Commission;
10. A real estate investment trust;
11. An entity registered at all times during the tax year under the Investment Company Act of 1940;
12. A common trust fund operated by a bank under section 584(a);
13. A financial institution;
14. A middleman known in the investment community as a nominee or custodian; or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, **1** through **15**.

If the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for <b>9</b>
Broker transactions	Exempt recipients <b>1</b> through <b>13</b> . Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients <b>1</b> through <b>5</b>
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt recipients <b>1</b> through <b>7</b> <sup>2</sup>

<sup>1</sup> See **Form 1099-MISC**, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are **not exempt** from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner **LLC** that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

**Note:** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at [www.ssa.gov/online/ss5.html](http://www.ssa.gov/online/ss5.html). You may also get this form by calling 1-800-772-1213. Use **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at [www.irs.gov](http://www.irs.gov).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** on page 2.

**Signature requirements.** Complete the certification as indicated in 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or single-owner LLC	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner <sup>3</sup>
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> **You must show your individual name**, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

<sup>4</sup> List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

**Note:** *If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.*

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.





**RENTON HOUSING AUTHORITY**

P.O. Box 2316 • Renton, WA 98056-0316  
Office 425/226-1850 • Fax 425/271-8319



[www.rentonhousing.org](http://www.rentonhousing.org)



TDD Relay 1-800-833-6388

**FIDUCIARY AND SIGNATURE AUTHORITY**

To: **Renton Housing Authority**

From: **Owner/Primary Principal**

Subject Property Address (**UNIT BEING LEASED**):

Owner's Tax ID Number or

Social Security Number:

Select  **either** A or B:

A.  I, \_\_\_\_\_, the undersigned Owner of the subject property require that the monthly Housing Assistance Payment Checks be issued in my name and sent to me at:

\_\_\_\_\_

<b>Mailing ADDRESS</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Phone</b>
------------------------	---------------	-------------	--------------	------------	--------------

Print NAME as it should appear on the HOUSING ASSISTANCE PAYMENT CHECKS

**or**

B.  I, \_\_\_\_\_,  and \_\_\_\_\_, **Owner(s)** hereby authorize the following individual(s) or Agency to receive the Housing Assistance Payment Checks and sign all RHA Section 8 Program documents on my/our behalf:

\_\_\_\_\_

**Print Manager(s) NAME or Management Agent or Company Name**

\_\_\_\_\_

<b>Mailing ADDRESS</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Phone</b>
------------------------	---------------	-------------	--------------	------------	--------------

Print NAME as it should appear on the HOUSING ASSISTANCE PAYMENT CHECKS

\_\_\_\_\_

**Owner/Primary Principal Signature**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date**



## RENTON HOUSING AUTHORITY

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[www.rentonhousing.org](http://www.rentonhousing.org)



TTY 1-800-833-6388

### SECTION 8 LANDLORD CERTIFICATION

#### 1. Ownership of Assisted Unit

In accordance with the regulations of the Department of Housing and Urban Development, the Housing Authority cannot approve a unit if the owner is related to the Tenant (parent, child, grandparent, sister, brother, etc.) unless the Housing Authority determines that approval of the unit would provide reasonable accommodation for an individual with disabilities. The Federal Statutes provide severe penalties for any fraud, intentional misrepresentation, or criminal connivance or conspiracy. **I certify** that I am the legal owner or the legally designated agent for the above referenced unit and that the prospective tenant has no ownership interest in this dwelling unit whatsoever. I, further certify that **I am not related** (parent, child, grandparent, grandchild, sister, or brother, etc.) to the TENANT'S FAMILY **and will lease the unit as an accommodation for the tenant who is a person living with a disability, in accordance with the rule mentioned in this paragraph.**

#### 2. Approved Tenants of Assisted Units

**I understand** that the family members listed on the dwelling lease agreement as approved by the Renton Housing Authority (RHA) are the only individuals permitted to reside in the unit. I also understand that I am not permitted to live in the unit while I am receiving housing assistance payments.

#### 3. Housing Quality Standards

**I understand** my obligation in compliance with the Housing Assistance Payments Contract to perform necessary maintenance so the unit continues to comply with Housing Quality Standards.

#### 4. Tenant Rent Payments

**I understand** that the tenant's portion of the contract rent is determined by RHA, and that it is illegal to charge any additional amounts for rent or any other item not specified in the lease nor specifically approved by RHA.

**I understand** that the HAP payment by RHA is deemed received by the owner upon mailing at a United States Postal Service post office. RHA shall not be obligated to pay any late penalty if it is determined that late payment by the RHA is due to factors beyond the Housing Authority's control.

#### 5. Reporting Vacancies to the Housing Authority

**I understand** that should the assisted unit become vacant or if the tenant notifies me they will be absent from the unit for any period of time, I am responsible to notify the Housing Authority immediately in writing and, if appropriate, to return any portion of rent due the Housing Authority promptly.

#### 6. Computer Matching Consent

**I understand** the Housing Assistance Payment Contract permits the Housing Authority or HUD to verify my compliance with the Contract. I consent for the Housing Authority or HUD to conduct computer matches to verify my compliance, as they deem necessary. The Housing Authority and HUD may release and exchange information regarding my participation in the Section 8 Program. I understand that knowingly supplying false, incomplete, or inaccurate information is punishable under Federal or State criminal law.

\_\_\_\_\_  
Certifying Signature of Landlord

\_\_\_\_\_  
Date

WARNING: Title 18 U.S. Code Section 1001 states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any Department of Agency of the United States. State law may also provide penalties for false or fraudulent statements.



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TTY 1-800-833-6388

**SECTION 8 PROGRAM NOTICE**

RE: **SELLING YOUR SECTION 8 PROPERTY**  
**(Change of Unit Ownership)**

Dear Landlords, Managers/Agents:

Just a reminder: **OWNER MAY NOT ASSIGN THE HAP CONTRACT TO A NEW OWNER WITHOUT THE PRIOR WRITTEN CONSENT OF THE PHA** (Public Housing Authority).

Please refer to Part B of the HAP Contract item #14 **Assignment of the HAP Contract**. If you sell property under contract with the Section 8 Program, you are obligated to inform prospective buyer(s) of the existence of the contract. You should provide the new owner with a copy of the current **Lease Agreement, Housing Assistance Payment Contract HUD form-52641** and any other materials pertinent to the unit.

Please contact the Housing Authority for copies of the **Housing Assistance Payment Contract and Authorization to Change unit Owner Record**.

Upon the close of escrow, the buyer (**transferee**) should provide this Section-8 Office with a copy of the **Deed of Trust, Title, or other proof of ownership**.

In consideration of the Transferee’s Agreement to comply with all the terms and conditions of the HAP Contract, RHA will give consent to the sale or Transfer of interest in the referenced HAP Contract. Copies of the **Housing Assistance Payment Contract and Authorization to Change Unit Owner Record** will be forwarded to both the Owner and Transferee when the consent to transfer has been executed by RHA.

If you have further questions or concerns regarding this matter, please do not hesitate to contact me. If I am not available, please leave a detailed message in my voice mail and I will return your call by the following business day.

I understand that I/we as the Owner(s) agree that should the property be sold to another party(s) that RHA will be contacted in order to transfer signature authorization as well as HAP check information. I also understand that a Deed of Sale/Transfer or Title will be provided to RHA, which will show the completed transaction and that the new Owners will be informed of the Section 8 process.

**Owner/Primary Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Sincerely,  
Luanne Nash  
Management Occupancy Specialist  
(425) 226-1850 ext.284  
ljn@rentonhousing.org



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TTY 1-800-833-6388

**Information on Lead-Based Paint and/or Lead-Based Paint Hazards  
Lead Warning Statement and Disclosure**

*Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention.*

**Landlord's Disclosure**

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below and (iii) if applicable):

(i)  Known lead-based paint and/or lead-based paint hazards are present in or near the housing unit (explain):

\_\_\_\_\_

\_\_\_\_\_

(ii)  Landlord has no knowledge of lead-based paint and/or lead-based paint hazards in or near the housing unit.

(iii)  Landlord believes this housing unit was constructed after 1978.

(b) Records and reports available to the landlord (check (i) or (ii) below):

(i)  Landlord has provided the tenant with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in or near the housing (list documents below).

\_\_\_\_\_

(ii)  Landlord has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

**Tenant's Acknowledgment** (initial accordingly)

(c) \_\_\_\_\_ Tenant has received copies of all information listed above.

(d) \_\_\_\_\_ Tenant has received the pamphlet *Protect Your Family from Lead in Your Home*.

**Agent's Acknowledgment** (initial accordingly)

(e) \_\_\_\_\_ The Renton Housing Authority (RHA) representative has informed the landlord of the landlord's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

**Certification of Accuracy**

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

\_\_\_\_\_  
Landlord

\_\_\_\_\_  
Date

\_\_\_\_\_  
RHA Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Tenant

\_\_\_\_\_  
Date





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TTY 1-800-833-6388

**LEAD-BASED PAINT REGULATION NOTICE**

Subject Property Address: \_\_\_\_\_

Section 8 Tenant Name: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

**Dear Tenant:**

**By placing your signature below, you acknowledge having been advised on the federal regulations regarding lead-based paint and have received a copy of the pamphlet *Protect Your Family from Lead in Your Home*.**

\_\_\_\_\_  
**Tenant Signature**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date**

**Landlord:**

**By placing your signature below, you acknowledge having been advised on the federal regulations regarding lead-based paint and have received a copy of this notice and intend to act accordingly.**

\_\_\_\_\_  
**Landlord/Owner Signature**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date**

This purpose of this notice is to inform the Tenant and Landlord of the federal Lead Safe Housing Rule designed to protect people from the hazards of lead-based paint.

The new regulations set hazard reduction requirements that give much greater emphasis to reducing lead in house dust and thereby reduce the exposure to young children. The Housing Authority, as part of its regular initial or annual inspection process, will conduct a visual evaluation of the interior and exterior painted surfaces including common areas, stairways, boundary fences and garages during the initial and periodic inspections of the rental property. The inspector will look for **any signs of deteriorated** paint such as peeling, chipping, chalking or cracking, of any paint or coating located on the interior or exterior surface that is otherwise damaged or separated from the substrate.

**The Renton Housing Authority strongly urges landlords to regularly inspect their property and remove any defective paint according to the federal requirements prior to the initial or annual inspection. A good owner maintenance program is the easiest solution to prevent paint problems from occurring.**

**If deteriorated paint is found**, and the unit was built before 1978 and is expected to be or is occupied by a family with a child under 6 years of age, the regulations require the owner to perform “paint stabilization” activities using “safe work practices.”

- All interior and exterior deteriorated paint must be removed or encapsulated, and where paint is removed, the area must be repainted.
- Damaged substrate surfaces must also be repaired.
- A person **trained** and **certified** in Safe Work Practices must conduct all work. This person must have successfully completed the Remodeler’s and Renovator’s Lead-Based Paint Training Course or Safe Work Practices Training Course approved by HUD. This work also involves the use of specialized equipment such as a HEPA Vacuum, and respirator.
- The Owner must ensure and certify that paint stabilization was conducted using safe work methods including, occupant protection, and work site preparation and clean up. They include but are not limited to such practices as closing off the area with plastic sheeting, protecting workers, and cleaning the area thoroughly before allowing the Section 8 client back into the effected area.
- The unit must then pass a clearance examination that includes a visual assessment of the unit/work area and surface wipe samples of the affected rooms that are sent to a lab for analysis to determine the presence of lead on floors, windowsills and troughs. The Housing Authority will conduct the Clearance Testing. If the work site was not properly contained, then the entire unit must pass clearance. If the work area was properly sealed off, testing can be conducted on the work site and area immediately outside the containment.
- The owner must provide notification to the occupants in writing of the hazard reduction activities and the result of the clearance or any other testing completed on the unit.
- The owner must conduct on going monitoring and maintenance of the unit to prevent lead hazards.

**De Minimis Levels** – Safe work practices and clearance **are not** required when maintenance and hazard reduction activities do not disturb painted surfaces that total more than (a) 20 square feet on exterior surfaces (this is an area about 4 feet 6 inches on each side); (b) 2 square feet in any one room or space (this is a square about 17 inches on each side); or (c) 10 percent of the total surface area on an interior or exterior component with a small surface area such as window sills and trim.

The Housing Authority may exempt from such treatment defective paint surfaces that are found in a report prepared by a Certified EPA Lead-Based Paint Risk Assessor or Lead Paint Inspector not to be lead based.

The Renton Housing Authority is committed to making this process as efficient as possible and will assist in providing information and resources.

## HUD STANDARDS FOR STABILIZING DETERIORATED PAINT

During the initial and annual inspection the Housing Authority will visually inspect the unit for deteriorated paint. This following is information about how to complete paint stabilization if the unit was built before 1978 and is expected to be or is occupied by a family with a child less than 6 years of age. **Loose, peeling or cracking paint may contain lead and therefore poses a serious health hazard for children under the age of 6 years.**

### TIME FRAME TO COMPLETE REPAIRS

- Paint stabilization must be completed prior to occupancy.
- In case of an annual inspection, paint stabilization must be completed within 30 days of notification of deteriorated paint.
- Failure to complete paint stabilization within the designated time frame will result in housing assistance payments being abated or terminated.

### SURFACE REPAIR

- **Deteriorated surfaces:** Any physical defect on a painted surface must be repaired before treating the surface.
- **Remove Loose Paint:** All loose paint or other loose material should be removed from the surface to be treated.
- **Apply New Paint:** Paint stabilization includes the application of a new protective coating of paint. The surface must be dry and protected from future moisture damage before applying new protective coating or paint.

### ACCEPTABLE TREATMENT METHODS

- Wet scraping or sanding
- Chemical stripping on or off site
- Replace painted components
- Scraping with an infrared or coil-type heat gun with temperatures below 1,100° Fahrenheit
- HEPA vacuum sanding
- HEPA vacuum needle gun; and
- Abrasive sanding with HEPA vacuum
- Covering of defective paint surfaces with durable materials such as wallboard or vinyl siding with joint sealed and caulked

### PROHIBITED METHODS

- Open flame burning or torching
- Machine sanding or grinding without HEPA local exhaust
- Abrasive blasting or sandblasting without HEPA exhaust
- Heat guns operating above 1,100° Fahrenheit or charring point
- Dry scraping or dry sanding except in conjunction with heat guns or within 1 foot of electrical outlets
- Paint stripping in a poorly ventilated space using a volatile stripper that is a hazardous substance

### NEW PROTECTIVE COATING

- Apply a new protective coating or paint over area(s) that had paint removed.

### TRAINING AND SUPERVISION

- It is strongly recommended that certified contractors be used when performing any operation beyond routine maintenance.

- The individual performing the paint stabilization must be trained in accordance with OSHA’s Hazard Communication regulations (29CFR 1926.59). **In addition, the work must be completed in accordance with at least one of the following characteristics:**
  - A certified abatement supervisor supervises the work of the individual performing the paint stabilization.
  - The supervisor has successfully completed an accredited abatement supervisor course.
  - The individual worker has successfully completed an accredited lead –based paint abatement worker course.
  - The individual worker has successfully completed the Lead-Based Paint Maintenance Training Program developed by the National Environmental Training Association of the Remodeling Industry.
  - The individual worker has successfully completed the Remodeler’s and Renovator’s Lead-Based Paint Training Program Developed by HUD and the National Associated of the Remodeling Industry
  - The individual worker has successfully completed the equivalent course approved by HUD.

**SAFE WORK PRACTICES AND OCCUPANT PROTECTION**

The following safe work practices help minimize and control the spread of lead-contaminated dust and debris while protecting workers and residents from exposure to Lead:

- Cover yourself; wear eye protection, a respirator and proper clothing.
- Cover the ground; seal off vents and doorways with poly sheeting.
- Tenants shall not be permitted to enter the work site during stabilization.
- Personal belonging should be relocated and covered.

**SAFE WORK PRACTICES AND OCCUPANT PROTECTION**

- Soil and playground equipment must be protected from contamination during treatment.
- Waste/debris must be disposed of per All State and Local applicable law.
- These safe work practices are NOT required when paint stabilization disturbs painted surfaces that total less than the following “*De Minimis Levels*”:
  - 20 sq.ft. on exterior surface
  - 2 sq. ft. in any one interior room or space.
  - 10% of total surface area on an interior or exterior component with a small surface area. Examples: Windowsill, baseboards, trim, etc.

**CLEANING**

- The work site must be thoroughly cleaned to remove lead-based paint dust.
- Clean washing surfaces with a lead specific detergent or its equivalent.
- Vacuum cleaners with HEPA (High Efficiency Particulate Accumulator) filters should be used during cleanup.
- Waste and Debris must be disposed of properly.

**CLEARANCE REPORT**

A Clearance Examination is the last step of paint stabilization and includes the following:

- A Visual assessment of the treatment.
- Collection of dust samples.

- An EPA certified lead-based paint inspector or risk assessor or certified clearance technician must conduct clearance.
- Clearance exams are not required when deteriorated paint is less than the “*De Minimis Levels*”.

#### **NOTICE TO OCCUPANTS**

- A clearance report must be prepared by a Certified clearance examiner and provided to the tenant within 15 days of the completion of the lead Hazard reduction activities.
- The Housing Authority will require a copy of this notice for the tenant file.
- The unit must pass clearance and the form must be signed and returned to the Housing Authority before unit can pass inspection.

#### **ON GOING MAINTENANCE**

- You must institute on going maintenance of painted surfaces and safe work practices. Once a year, visually assess painted surfaces to identify deterioration. Stabilize any deteriorated paint. Use safe work practices.

#### **ENVIRONMENTAL INTERVENTION BLOOD LEVEL (EIBL) CHILDREN**

- Special procedures are required if a child under the age of 6 years residing in a subsidized unit is identified with an EIBL (Lead Poisoning). When you become aware of this situation, immediately contact the Housing Authority and your Local Health Department.

#### **EXEMPTIONS**

- The Housing Authority may exempt from such treatment defective paint surfaces that are found in a report prepared by a certified Lead-Based inspector not to be lead-based.

#### **RESOURCES**

You may contact Jim Milonas at Renton Housing Authority for more information on these regulations at 425-226-1850 or email [jm@rentonhousing.com](mailto:jm@rentonhousing.com).

Information on companies with persons trained in Safe Work Practices, contractors and Certified Risk Assessors and Inspectors is available on the HUD website: [www.leadlisting.org](http://www.leadlisting.org) or you can call 1-888-leadlist. The Housing Authority will also provide this list to you at your request.

National Lead Information Center 1-800-424-lead or visit their web site [www.epa.gov/lead/nlic.htm](http://www.epa.gov/lead/nlic.htm)

Office of Lead Hazard Control 202-755-1785 Ext. 104. Or visit their Web site at [www.hud.gov/lea](http://www.hud.gov/lea)

E-mail at [lead\\_regulations@hud.gov](mailto:lead_regulations@hud.gov).

For EPA regulations visit [www.epa.gov](http://www.epa.gov)

National Center for Lead Safe Housing 410-992-0712 or visit their web site at [www.leadshousing.org](http://www.leadshousing.org)



## RENTON HOUSING AUTHORITY

P.O. Box 2316 • Renton, WA 98056-0316  
Office 425/226-1850 • Fax 425/271-8319



EQUAL HOUSING OPPORTUNITY [www.rentonhousing.org](http://www.rentonhousing.org)



TTY 1-800-833-6388

### SMOKE DETECTION DEVICE NOTICE

In order to meet Housing Quality Standards (HQS) and regulatory requirements after October 30, 1992, at least one smoke detector is required on each level of a rental unit assisted or insured by HUD. A smoke detection device is further required by RCW 48.48.140(3) (Revised Code of Washington).

At a minimum, one hard-wired or battery-operated smoke detector in proper working condition is required on each level of a rental dwelling unit. The smoke detector must be located, to the extent practicable, in a hallway adjacent to a bedroom. Units not meeting minimum requirements must be brought into compliance and shall be checked during the course of unit inspections and management reviews. If a hearing-impaired person occupies the unit, it is the owner's responsibility to ensure that each bedroom occupied by a hearing-impaired person has a visual alarm connected to and activated by the smoke detector installed in the hall. HUD is attempting to balance the need to protect tenants from fire and the desire to keep owners' costs at a reasonable level. For that reason owners are allowed the discretion to install either battery-operated or hard-wired smoke detectors. However, smoke detectors for hearing-impaired persons must be permanently installed, i.e., hard-wired. Owners may fund the purchase and installation of smoke detectors and the cost of batteries as well as the costs incurred to accommodate smoke detector requirements for hearing-impaired tenants.

Smoke detectors are required in basements and attics only if these areas are used for living purposes. A smoke detector must be installed in a basement or an attic that has been converted into a recreational room or sleeping area. If the basement of a multilevel unit is not used for living purposes but houses the furnace/water heater or laundry facilities, it is not necessary for a smoke detector to be installed on that level. Likewise, it is not necessary for a smoke detector to be installed in an attic that is used for non-living purposes such as a storage area or as a repository for the wiring for the unit. Other structural variations may exist, such as a structure with a vestibule on the lower level, instead of a basement, where people enter, in which case a smoke detector is required. If in doubt whether a particular area constitutes a "level" requiring a smoke detector, owners/management should apply the "area used for living purposes" concept in reaching a decision.

**OWNERS/LANDLORDS ARE RESPONSIBLE** for installing smoke detectors, inspecting them once a year to ensure that the devices are in proper working condition, and replacing batteries in the smoke detectors as necessary. Owners/management are responsible for maintaining accurate records regarding smoke detector requirements. Owners/management are to keep records, tenant certifications, etc., on hand for three years and are to make them available upon request when HUD conducts a management review.

**THE TENANT'S RESPONSIBILITY** under the lease to maintain and care for the unit extends to not tampering with smoke detectors and ensuring that batteries are kept in place. Tenants are also responsible for informing the owner of any problems with the smoke detectors, including the failure of the batteries; in the same manner that they are responsible for informing the owner of any malfunction or maintenance needs in their units.

A fine of not more than TWO HUNDRED DOLLARS may be imposed for failure to maintain the smoke detection unit and is grounds for termination of tenancy.

The Tenant and Owner/Landlord or Agent is required to sign this notice. By signing, you the Tenant, acknowledge that you have received a copy of this notice signed by the owner or management agent and will comply with the tenant responsibilities.

Subject Property: \_\_\_\_\_

Section 8 Tenant Name: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord/Owner Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
RHA Representative

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**TENANCY ADDENDUM**  
**Section 8 Tenant-Based Assistance**  
**Housing Choice Voucher Program (To**  
be attached to Tenant Lease)

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing  
OMB Approval No. 2577-0169  
Exp. 04/30/2014

---

**1. Section 8 Voucher Program**

- a. The owner is leasing the contract unit to the tenant for occupancy by the tenant's family with assistance for a tenancy under the Section 8 housing choice voucher program (voucher program) of the United States Department of Housing and Urban Development (HUD).
- b. The owner has entered into a Housing Assistance Payments Contract (HAP contract) with the PHA under the voucher program. Under the HAP contract, the PHA will make housing assistance payments to the owner to assist the tenant in leasing the unit from the owner.

**2. Lease**

- a. The owner has given the PHA a copy of the lease, including any revisions agreed by the owner and the tenant. The owner certifies that the terms of the lease are in accordance with all provisions of the HAP contract and that the lease includes the tenancy addendum.
- b. The tenant shall have the right to enforce the tenancy addendum against the owner. If there is any conflict between the tenancy addendum and any other provisions of the lease, the language of the tenancy addendum shall control.

**3. Use of Contract Unit**

- a. During the lease term, the family will reside in the contract unit with assistance under the voucher program.
- b. The composition of the household must be approved by the PHA. The family must promptly inform the PHA of the birth, adoption or court-awarded custody of a child. Other persons may not be added to the household without prior written approval of the owner and the PHA.
- c. The contract unit may only be used for residence by the PHA-approved household members. The unit must be the family's only residence. Members of the household may engage in legal profit making activities incidental to primary use of the unit for residence by members of the family.
- d. The tenant may not sublease or let the unit.
- e. The tenant may not assign the lease or transfer the unit.

**4. Rent to Owner**

- a. The initial rent to owner may not exceed the amount approved by the PHA in accordance with HUD requirements.
- b. Changes in the rent to owner shall be determined by the provisions of the lease. However, the owner may not raise the rent during the initial term of the lease.
- c. During the term of the lease (including the initial term of the lease and any extension term), the rent to owner may at no time exceed:

- (1) The reasonable rent for the unit as most recently determined or redetermined by the PHA in accordance with HUD requirements, or
- (2) Rent charged by the owner for comparable unassisted units in the premises.

**5. Family Payment to Owner**

- a. The family is responsible for paying the owner any portion of the rent to owner that is not covered by the PHA housing assistance payment.
- b. Each month, the PHA will make a housing assistance payment to the owner on behalf of the family in accordance with the HAP contract. The amount of the monthly housing assistance payment will be determined by the PHA in accordance with HUD requirements for a tenancy under the Section 8 voucher program.
- c. The monthly housing assistance payment shall be credited against the monthly rent to owner for the contract unit.
- d. The tenant is not responsible for paying the portion of rent to owner covered by the PHA housing assistance payment under the HAP contract between the owner and the PHA. A PHA failure to pay the housing assistance payment to the owner is not a violation of the lease. The owner may not terminate the tenancy for nonpayment of the PHA housing assistance payment.
- e. The owner may not charge or accept, from the family or from any other source, any payment for rent of the unit in addition to the rent to owner. Rent to owner includes all housing services, maintenance, utilities and appliances to be provided and paid by the owner in accordance with the lease.
- f. The owner must immediately return any excess rent payment to the tenant.

**6. Other Fees and Charges**

- a. Rent to owner does not include cost of any meals or supportive services or furniture which may be provided by the owner.
- b. The owner may not require the tenant or family members to pay charges for any meals or supportive services or furniture which may be provided by the owner. Nonpayment of any such charges is not grounds for termination of tenancy.
- c. The owner may not charge the tenant extra amounts for items customarily included in rent to owner in the locality, or provided at no additional cost to unsubsidized tenants in the premises.

**7. Maintenance, Utilities, and Other Services**

- a. **Maintenance**
  - (1) The owner must maintain the unit and premises in accordance with the HQS.
  - (2) Maintenance and replacement (including



redecoration) must be in accordance with the standard practice for the building concerned as established by the owner.

b **Utilities and appliances**

- (1) The owner must provide all utilities needed to comply with the HQS.
- (2) The owner is not responsible for a breach of the HQS caused by the tenant's failure to:
  - (a) Pay for any utilities that are to be paid by the tenant.
  - (b) Provide and maintain any appliances that are to be provided by the tenant.

c **Family damage.** The owner is not responsible for a breach of the HQS because of damages beyond normal wear and tear caused by any member of the household or by a guest.

d **Housing services.** The owner must provide all housing services as agreed to in the lease.

## 8. Termination of Tenancy by Owner

a **Requirements.** The owner may only terminate the tenancy in accordance with the lease and HUD requirements.

b **Grounds.** During the term of the lease (the initial term of the lease or any extension term), the owner may only terminate the tenancy because of:

- (1) Serious or repeated violation of the lease;
- (2) Violation of Federal, State, or local law that imposes obligations on the tenant in connection with the occupancy or use of the unit and the premises;
- (3) Criminal activity or alcohol abuse (as provided in paragraph c); or
- (4) Other good cause (as provided in paragraph d).

c **Criminal activity or alcohol abuse.**

- (1) The owner may terminate the tenancy during the term of the lease if any member of the household, a guest or another person under a resident's control commits any of the following types of criminal activity:
  - (a) Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of the premises by, other residents (including property management staff residing on the premises);
  - (b) Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of their residences by, persons residing in the immediate vicinity of the premises;
  - (c) Any violent criminal activity on or near the premises; or
  - (d) Any drug-related criminal activity on or near the premises.
- (2) The owner may terminate the tenancy during the term of the lease if any member of the household is:
  - (a) Fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that

is a felony under the laws of the place from which the individual flees, or that, in the case of the State of New Jersey, is a high misdemeanor; or

(b) Violating a condition of probation or parole under Federal or State law.

(3) The owner may terminate the tenancy for criminal activity by a household member in accordance with this section if the owner determines that the household member has committed the criminal activity, regardless of whether the household member has been arrested or convicted for such activity.

(4) The owner may terminate the tenancy during the term of the lease if any member of the household has engaged in abuse of alcohol that threatens the health, safety or right to peaceful enjoyment of the premises by other residents.

d **Other good cause for termination of tenancy**

- (1) During the initial lease term, other good cause for termination of tenancy must be something the family did or failed to do.
- (2) During the initial lease term or during any extension term, other good cause may include:
  - (a) Disturbance of neighbors,
  - (b) Destruction of property, or
  - (c) Living or housekeeping habits that cause damage to the unit or premises.
- (3) After the initial lease term, such good cause may include:
  - (a) The tenant's failure to accept the owner's offer of a new lease or revision;
  - (b) The owner's desire to use the unit for personal or family use or for a purpose other than use as a residential rental unit; or
  - (c) A business or economic reason for termination of the tenancy (such as sale of the property, renovation of the unit, the owner's desire to rent the unit for a higher rent).
- (4) The examples of other good cause in this paragraph do not preempt any State or local laws to the contrary.
- (5) In the case of an owner who is an immediate successor in interest pursuant to foreclosure during the term of the lease, requiring the tenant to vacate the property prior to sale shall not constitute other good cause, except that the owner may terminate the tenancy effective on the date of transfer of the unit to the owner if the owner: (a) will occupy the unit as a primary residence; and (b) has provided the tenant a notice to vacate at least 90 days before the effective date of such notice. This provision shall not affect any State or local law that provides for longer time periods or addition protections for tenants. **This provision will sunset on December 31, 2012 unless extended by law.**

#### **e. Protections for Victims of Abuse.**

- (1) An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease or other “good cause” for termination of the assistance, tenancy, or occupancy rights of such a victim.
- (2) Criminal activity directly relating to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of domestic violence, dating violence, or stalking.
- (3) Notwithstanding any restrictions on admission, occupancy, or terminations of occupancy or assistance, or any Federal, State or local law to the contrary, a PHA, owner or manager may “bifurcate” a lease, or otherwise remove a household member from a lease, without regard to whether a household member is a signatory to the lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others. This action may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of the violence who is also a tenant or lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by Federal, State, and local law for the termination of leases or assistance under the housing choice voucher program.
- (4) Nothing in this section may be construed to limit the authority of a public housing agency, owner, or manager, when notified, to honor court orders addressing rights of access or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household members in cases where a family breaks up.
- (5) Nothing in this section limits any otherwise available authority of an owner or manager to evict or the public housing agency to terminate assistance to a tenant for any violation of a lease not premised on the act or acts of violence in question against the tenant or a member of the tenant’s household, provided that the owner, manager, or public housing agency does not subject an individual who is or has been a victim of domestic violence, dating violence, or stalking to a more demanding standard than other tenants in determining whether to evict or terminate.
- (6) Nothing in this section may be construed to limit the authority of an owner or manager to evict, or the public housing agency to terminate assistance, to any tenant if the owner, manager, or public

housing agency can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if the tenant is not evicted or terminated from assistance.

- (7) Nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.

**f. Eviction by court action.** The owner may only evict the tenant by a court action.

#### **g. Owner notice of grounds**

- (1) At or before the beginning of a court action to evict the tenant, the owner must give the tenant a notice that specifies the grounds for termination of tenancy. The notice may be included in or combined with any owner eviction notice.
- (2) The owner must give the PHA a copy of any owner eviction notice at the same time the owner notifies the tenant.
- (3) Eviction notice means a notice to vacate, or a complaint or other initial pleading used to begin an eviction action under State or local law.

#### **9. Lease: Relation to HAP Contract**

If the HAP contract terminates for any reason, the lease terminates automatically.

#### **10. PHA Termination of Assistance**

The PHA may terminate program assistance for the family for any grounds authorized in accordance with HUD requirements. If the PHA terminates program assistance for the family, the lease terminates automatically.

#### **11. Family Move Out**

The tenant must notify the PHA and the owner before the family moves out of the unit.

#### **12. Security Deposit**

- a. The owner may collect a security deposit from the tenant. (However, the PHA may prohibit the owner from collecting a security deposit in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants. Any such PHA-required restriction must be specified in the HAP contract.)
- b. When the family moves out of the contract unit, the owner, subject to State and local law, may use the security deposit, including any interest on the deposit, as reimbursement for any unpaid rent payable by the tenant, any damages to the unit or any other amounts that the tenant owes under the lease.
- c. The owner must give the tenant a list of all items charged against the security deposit, and the amount of each item. After deducting the amount, if any, used to reimburse the owner, the owner must promptly refund the full amount of the unused balance to the tenant.

- d. If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may collect the balance from the tenant.

### 13. Prohibition of Discrimination

In accordance with applicable equal opportunity statutes, Executive Orders, and regulations, the owner must not discriminate against any person because of race, color, religion, sex, national origin, age, familial status or disability in connection with the lease.

### 14. Conflict with Other Provisions of Lease

- a. The terms of the tenancy addendum are prescribed by HUD in accordance with Federal law and regulation, as a condition for Federal assistance to the tenant and tenant's family under the Section 8 voucher program.
- b. In case of any conflict between the provisions of the tenancy addendum as required by HUD, and any other provisions of the lease or any other agreement between the owner and the tenant, the requirements of the HUD-required tenancy addendum shall control.

### 15. Changes in Lease or Rent

- a. The tenant and the owner may not make any change in the tenancy addendum. However, if the tenant and the owner agree to any other changes in the lease, such changes must be in writing, and the owner must immediately give the PHA a copy of such changes. The lease, including any changes, must be in accordance with the requirements of the tenancy addendum.
- b. In the following cases, tenant-based assistance shall not be continued unless the PHA has approved a new tenancy in accordance with program requirements and has executed a new HAP contract with the owner:
  - (1) If there are any changes in lease requirements governing tenant or owner responsibilities for utilities or appliances;
  - (2) If there are any changes in lease provisions governing the term of the lease;
  - (3) If the family moves to a new unit, even if the unit is in the same building or complex.
- c. PHA approval of the tenancy, and execution of a new HAP contract, are not required for agreed changes in the lease other than as specified in paragraph b.
- d. The owner must notify the PHA of any changes in the amount of the rent to owner at least sixty days before any such changes go into effect, and the amount of the rent to owner following any such agreed change may not exceed the reasonable rent for the unit as most recently determined or redetermined by the PHA in accordance with HUD requirements.

### 16. Notices

Any notice under the lease by the tenant to the owner or by the owner to the tenant must be in writing.

### 17. Definitions

**Contract unit.** The housing unit rented by the tenant with assistance under the program.

**Family.** The persons who may reside in the unit with assistance under the program.

**HAP contract.** The housing assistance payments contract between the PHA and the owner. The PHA pays housing assistance payments to the owner in accordance with the HAP contract.

**Household.** The persons who may reside in the contract unit. The household consists of the family and any PHA-approved live-in aide. (A live-in aide is a person who resides in the unit to provide necessary supportive services for a member of the family who is a person with disabilities.)

**Housing quality standards (HQS).** The HUD minimum quality standards for housing assisted under the Section 8 tenant-based programs.

**HUD.** The U.S. Department of Housing and Urban Development.  
**HUD requirements.** HUD requirements for the Section 8 program. HUD requirements are issued by HUD headquarters, as regulations, Federal Register notices or other binding program directives.

**Lease.** The written agreement between the owner and the tenant for the lease of the contract unit to the tenant. The lease includes the tenancy addendum prescribed by HUD.

**PHA.** Public Housing Agency.

**Premises.** The building or complex in which the contract unit is located, including common areas and grounds.

**Program.** The Section 8 housing choice voucher program.

**Rent to owner.** The total monthly rent payable to the owner for the contract unit. The rent to owner is the sum of the portion of rent payable by the tenant plus the PHA housing assistance payment to the owner.

**Section 8.** Section 8 of the United States Housing Act of 1937 (42 United States Code 1437f).

**Tenant.** The family member (or members) who leases the unit from the owner.

**Voucher program.** The Section 8 housing choice voucher program. Under this program, HUD provides funds to a PHA for rent subsidy on behalf of eligible families. The tenancy under the lease will be assisted with rent subsidy for a tenancy under the voucher program.



## RENTON HOUSING AUTHORITY

P.O. Box 2316 • Renton, WA 98056-0316  
Office 425/226-1850 • Fax 425/271-8319



www.rentonhousing.org



TTY 800-833-6388

### INSPECTION PREPARATION CHECK LIST

(For tenant and landlord use only- not official check list to determine if unit passes or fails inspection.)

Dear Landlords and Tenants,

Please use this checklist as a guide to ensure that your unit passes inspection. If you have any inspection questions, you may call the inspectors at (425)226-1850 x 232 (Jim Milonas).

#### **FRONT and BACK DOOR**

- Check for cracked door jamb and frames.
- Check weather stripping around on all exterior doors for air leaks.
- Check locks on all exterior doors to ensure that locks, dead bolts, knobs and locks work.
- Panes in windowed doors should be in good condition with no cracks or breaks.

#### **ENTRY WAY**

- Check that floor coverings are secured to floor. Carpet must be tacked down with no fraying and vinyl must be securely affixed.

#### **HALLWAYS**

- Closet doors must be on track and/or hung on hinges. Carpet must be tacked down with no fraying and vinyl must be securely fixed.
- ONE** smoke detector is required on each living area level. Smoke detectors must work when tester button is pushed.

#### **LIVING ROOM**

- All electrical outlets must work and have complete and unbroken covers.
- Check that floor coverings are secured to floor. Carpet must be tacked down with no fraying and vinyl must be securely fixed.
- All windows must open and have permanent working locks attached to windows. A stick or bar is a secondary lock.
- All windows must be mildew free.
- Fireplaces must have grates and screens. Check for chipped, broken or cracked tiles in front of fireplace.
- All unit heat sources must work properly.

#### **KITCHEN**

- All furnished appliances must work properly. Check stove burners and oven, refrigerator and dishwasher.
- Refrigerator door seal must not have cracks or rips.
- Flooring must be secured to floor.
- Garbage disposal must work and all wiring must be properly secured and installed.
- Plumbing and pipes must work with no leaks or mold under sink or on walls and backsplash.
- Range hood fan and light must work.
- Cabinet edges must be smooth with minimal chips or cracks and doors must be secured to wall or floor.

## **BATHROOM**

- Plumbing and pipes must work with no leaks or mold under sink or on walls and backsplash.
- Towel bars need to be secured to wall.
- Bath tub, toilet and sink need to work properly and be in good condition.
- Toilet must be secured to the floor with no leaks.
- Bath tub must be caulked around wall and sealed on floor at base and be mildew free.
- Walls, floors and ceiling must have no leaks, moisture or water soft spots, mildew, cracking or chipping.
- Bath fan must work properly, not drip or have a window that opens for ventilation.
- Cabinet edges must be smooth with minimal chips or cracks and doors must be secured to wall or floor.
- All outlets must properly and electrical outlets must work and have complete and unbroken covers. \*A working ground fault interrupter (GFI) outlet is required. (\*Applies to newer or remodeled units.)
- A working light is required and the bulb must have a cover.

## **BEDROOMS**

- A minimum of one outlet and an overhead light or two outlets are required in each bedroom.
- All windows must open and have permanent working locks attached to windows. A stick or bar is a secondary lock.
- Windows must be mildew free.
- Closet doors must be on track and/or hung on hinges. Carpet must be tacked down with no fraying and vinyl must be securely fixed.
- Doors need striker plate and should close properly.
- Check for cracked door jamb and frames.
- Walls should be free of large holes and in good repair.
- Lights need covers.

## **CIRCUIT BREAKER BOX and ELECTRICAL SYSTEM**

- The box must have a door and be sealed in wall with no space between the wall and the box.
- If unit has ungrounded system, 2 pronged outlets or working ground fault interrupter (GFI) outlets are required.

## **HOT WATER TANK**

- The tank must have a temperature gauge and pressure relief valve and be set in a drip pan and secured to the wall with a bracket.
- The discharge line pipe must be made of galvanized steel or hard copper or CVPC pipe. The pipe must be within one foot of the floor.

## **EXTERIOR**

- All down spouts and gutters should be secured to the building structure.
- The exterior area and yard should be clear of glass, boards with nails, trash, and other debris and hazards.
- Appliances cannot be stored outside in the yard, on the porch or stairs.
- No cars with broken windows, flat tires or otherwise non working vehicles can be parked or stored on the property.
- All surfaces must be in good condition and free from cracked and chipped paint. All wood must be free from holes and porches and supports must be structurally sound.
- Working lights are required above exterior doors.
- All cabanas, laundry rooms or other extra areas designated for the tenant's use must be lit, hazard free and have smoke detectors.
- Four or more stairs anywhere on the property or inside the structure require a handrail.

## **MISCELLANEOUS**

- Exterior doors are the only doors that can have locks where a key is necessary to unlock them. A privacy lock can be installed on bedroom and bathroom doors as long as a key is not necessary to lock or unlock the door(s)

You may call with any questions regarding Renton Housing Authority moving or inspection processes.

If you are a person with a disability and need an accommodation, please do not hesitate to let your specific needs be known to the Housing Authority. If yours in a limited English speaking household and you want this letter interpreted at no cost, please come to RHA during normal hours, Monday to Friday, 8:00 am to 5:00 pm.