



1300 Piccard Drive, Ste# 203
Rockville, MD 20850
Main (301) 424-6265 Fax (301) 217-5857
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RFTA PROCESS - WHAT TO EXPECT

1. Landlord will approve participant to rent landlord's property.
2. Landlord will complete the Request for Tenancy Approval (RFTA) to its entirety.
3. Incomplete RFTA's will be rejected and may hold up process.
4. Participant will return RFTA to Rockville Housing Enterprises (RHE). NO FAXES accepted.
5. RHE will process RFTA for approval.
6. If RFTA is approved, RHE will contact Landlord to schedule inspection.
7. If RFTA is not approved, then landlord and participant will be contacted.
8. **For actions 3 thru 6, expect up to 2 weeks for processing time.**
9. Once inspection is **PASSED**, landlord and participant may coordinate **move-in** date. Move-in date must be within 30 days from the inspection approval date.
10. Participant & Landlord will execute **lease**. Move-in date must match the date keys are given.
11. All occupant on the lease must match the household listed on the 30/50 sheet provided by RHE to the program participant.
12. **Tenant pay your Landlord 30% of family annual income for rent upon move In until rent breakdown letter is generated from RHE. (Line F of 30% sheet)**
13. Copy of lease must be submitted to RHE immediately after. **Lease is between Landlord and Participant.**
14. Once lease is received, the **rent breakdown** will be determined by generating the Housing Assistance Payment contract (HAPc). HAPc will be emailed to landlord for review and signature. **HAPc is between Landlord and RHE.**
15. Once HAPc is signed by landlord and returned back to our office, all outstanding rent balance to landlord will be paid within 60 days from the received executed HAP Contract.

During this process, your point of contact will be RFTA@rockvillehe.org at 301-424-6265 ext 100
RHE reserves the right to modify this procedure at its discretion.

