

Landlord Guide to Apple Health and Homes Rental Assistance Vouchers

Welcome to the Apple Health and Homes Rental Assistance Program! We are excited to partner with you to provide safe, sanitary, and affordable housing to Washington residents.

Key Program Features:

1. **Subsidy and Awardee Contribution:** AHAH-eligible awardees pay up to 30% of their income toward their monthly rent, while Commerce pays the rest directly to the landlord.
2. **Long-Term Tenants:** Tenancy duration may vary, AHAH Rental Assistance is designed to support housing stability to awardees over the long term.
3. **Tenant Supports:** AHAH-eligible awardees have access to local community-based agencies to provide additional support, as needed, for tenancy success.
4. **Communication with Property Managers and Landlords:** Commerce staff are available to support landlords with enrollment, monthly rental payments, renewals, and technical assistance.
5. **Real-Time Tracking:** Based on our initial estimates, approximately 600 households will be served statewide. Commerce uses an innovative data platform to track fund allocations, spending, and uncommitted funds to maximize the benefits to communities.

Next Steps

- ☐ **View the Landlord Orientation (Optional).** The Landlord Orientation [recording](#) or [PowerPoint](#) introduces you to what you need to know to be successful working with the AHAH-RAP program.
- ☐ **Complete the Intent to Rent Form.** Once you have decided to rent to an AHAH Rental Assistance awardee and their household, the first step is to complete the [Intent to Rent form](#). This form provides basic information about the awardees, yourself, and the rental unit to begin the approval process. The Intent to Rent form is submitted to the AHAH program by the awardee and their Foundational Community Supports (FCS) service provider.
- ☐ **Complete the AHAH Housing Health and Safety Inspection (HHSI) Walkthrough and Landlord Certification of Habitability.** All rental units must have a housing inspection or HHSI Walkthrough completed before the voucher is approved and the lease is signed. A copy of a recent Housing Quality Standards or Housing Habitability Standards Inspection dated within 90 days of the submission date may meet this requirement. Speak with the FCS Provider to determine whether an HHSI Walkthrough must be completed. If so, schedule the walkthrough with the FCS Provider and the awardee. Address any concerns until the unit meets all habitability standards. The HHSI Checklist is submitted to the AHAH program by the awardee and their FCS provider. You can view a full copy of the HHSI Checklist [here](#).
- ☐ **Set up a Statewide Vendor ID (SWV Number).** If you do not have an SWV number, visit <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/vendor-payee-registration> and complete the "Electronic or PDF Vendor/Payee Registration Form." The SWV number allows Commerce to issue payments via our accounting system. Please be aware that set-up can take up to a week. Therefore, prompt completion is recommended.

Optional: Direct Deposit. You have the option to set up direct deposit to a bank account attached to the SWV number. If you do not submit a direct deposit form, you will receive a check via mail to the address

associated with your SWV number. Please note that direct deposit forms cannot be completed until the SWV number has been assigned. The direct deposit form takes 7-10 business days to be processed.

☐ **Submit the following forms to AHHRAP@commerce.wa.gov:**

☐ **Landlord Certification of Habitability.** Read through the relevant sections of the Landlord Tenant Act (Title 59 RCW) attached to the [Landlord Certification of Habitability form](#) to ensure the unit meets all Washington State habitability requirements. When you are certain that the unit meets all relevant provisions outlined, complete the Landlord Certification of Habitability Form. If the unit was built prior to 1978, complete the [Lead-Based Paint Disclosure](#) form as well.

☐ **Proof of Ownership/Management.** As soon as possible, complete the [Owner/Agent Verification form](#) and attach the required documentation. Please note that you only need to provide one item from the list for each section you are verifying.

☐ **A Blank Copy of the Lease and any Addendums.** Commerce must review the unit's lease to verify whether it meets program guidelines. Most leases include all the applicable terms and conditions and the review is quick. If there are concerns, AHAH staff will reach out quickly to address them.

☐ **Receive the Official Approval Notification** Once Commerce has verified Ownership/Agency, the SWV Number, and the Lease, AHAH will provide an official notification that the voucher and rental have been approved. You are free to move forward with the lease signature and the move-in walk-through.

☐ **Sign the lease with the tenant and perform the move-in walkthrough.** Schedule a time with the tenant to sign the approved lease and complete the move-in walk-through. Please note that the lease and move-in walk-through must be signed by all adult tenants and the landlord or their representative to be considered valid for this program.

☐ **Sign the Rental Assistance Payment Agreement and Return the Necessary Documents.** Commerce will generate and send a final [Rental Assistance Payment Agreement](#) for your signature. This is an agreement between Commerce and the property owner/agent outlining the responsibilities of both parties. Review and sign the Rental Assistance Payment Agreement and return it, along with the executed lease and move-in walk-through to Commerce to activate the voucher. Please note that for documents received and approved by the 15th of the month, payment will be issued on the first of the following month. Documents submitted and approved after the 15th of the month will be added to the next available batch cycle after the first of the following month.

Maintaining Rental Assistance

Landlords receive rental assistance payments from Commerce, as agreed upon in the Rental Assistance Payment (RAP) Agreement, for the duration of the tenancy and enrollment in the program (please see the RAP for more information about circumstances where a subsidy or the agreement may be terminated).

Landlords are expected to complete the following to maintain the subsidy:

- ✓ Provide Commerce with any written notices sent to the tenant regarding their rental.
- ✓ Notify Commerce immediately upon receiving notice that a tenant will vacate the unit or upon discovering that a tenant vacated a unit.
- ✓ Participate in periodic tenancy verification activities.
- ✓ Provide a current rent ledger or other tenancy records, upon request.
- ✓ Renew the Housing Assistance Payment Contract when a new lease or rental agreement is signed.
- ✓ Notify Commerce of any upcoming changes to the rent amount or utilities paid by the tenants.
- ✓ Participate in habitability inspections as requested by Commerce.

Contact Information: AHHRAP@COMMERCE.WA.GOV Phone: (360) 725-2909

<https://www.commerce.wa.gov/permanent-supportive-housing/ahah/>