

Welcome to the Apple Health and Homes Rental Assistance Program (AHAH-RAP)! This packet contains forms which need to be signed by the awardee, future landlord and/or FCS Provider. Instructions on how to complete and submit each form are provided. The forms in this packet include:

- ☐ Provider Conflict of Interest Form
- ☐ Intent to Rent Form
- ☐ Income Verification Worksheet (back-up documentation needed)
- ☐ Verification of Short-Term Subsidy Form (if applicable)
- ☐ Rental Allowance Request Form (if applicable)
- ☐ Housing Health and Safety Inspection Form
- ☐ Lead-Based Paint Disclosure and Pamphlet
- ☐ Landlord Packet

Form Identification and Instructions:

Provider Conflict of Interest Form:

Completed By: FCS Provider

Conflict of interest includes any situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional or public interest.

Providers: Please read through the form, sign and print your name confirming the absence of conflict of interest or the solution to a conflict of interest. Once completed, this form will be submitted to Wellpoint by the FCS provider. This form must be submitted for the voucher to move into the review process.

Intent to Rent Form:

Completed By: Landlord and Awardee

This form allows the landlord to "screen and approve" a tenant and provide the information needed by Commerce to approve a lease for signature. It is to be completed by the future landlord and signed by the awardee and the landlord before entering a lease. Please note, awardees **should not sign any rental agreement until they receive notice from Commerce that their rental and voucher have been approved.**

This form identifies a tentative move-in date and itemizes costs that are associated with the future lease and move-in. This form is not a binding contract; meaning lease signing is still dependent on submission of all required documents and fees. Once completed, this form will be submitted to Wellpoint by the FCS provider. This form must be submitted for the voucher to move into the review process.

Income Verification Worksheet

Completed By: FCS Provider

The Income verification worksheet allows the FCS Provider to determine and report the household's income that impacts the awardee's portion of the monthly rent. The worksheet is an excel document with detailed instructions on what income to include, how to document and calculate the income, and how to request a rent allowance, if needed. The bottom of this form includes a preliminary rent determination to help the FCS Provider and Awardee plan for future expenses. **Please note, this may vary from the final rent determination provided once the voucher is approved.** Once completed, this form will be submitted to Wellpoint by the FCS provider. This form must be submitted for the voucher to move into the review process.

Verification of Short-Term Subsidy Form (if applicable):

Completed By: FCS Provider

This document is designed to identify any potential short-term subsidies or move-in costs the awardee will use to help cover rent or move-in expenses while transitioning to the AHAA Rental Assistance Program. The information provided on this form ensures that there are no over or under payments if awardees have access to other supports. Once completed, this form will be submitted to Wellpoint by the FCS provider. If this form is needed, it must be submitted for the voucher to move into the review process.

Rent Allowance Request Form (if applicable):

Completed By: FCS Provider

The Rent Allowance Request Form is used to request a reduction in the awardee's portion of the monthly rent due to circumstances which make their share an undue hardship on them. Awardees typically pay 30% of their household gross income toward their monthly housing costs. FCS Providers can use this form to request an allowance which reduces the amount of rent the awardee pays each month. This form should include an explanation of the hardship, the length of time the request is for, and an explanation of how this will allow the household to maintain permanent housing. This form can be completed and submitted with the original voucher packet or at any time if the awardee's circumstances change. Once completed, this form will be submitted to Wellpoint by the FCS Provider.

Housing Health and Safety Inspection (HHSI) Form:

Completed By: FCS Provider

All rental units must have a housing inspection 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. Otherwise, the provider must complete a walkthrough with the awardee using the HHSI form to document the condition of the unit. Walkthroughs should be scheduled with the landlord in advance to ensure the utilities are on at the scheduled time. The form includes detailed instructions on how to complete the walkthrough. Training and technical assistance are also available by reaching out to ahahrap@commerce.wa.gov. Use the subject line: Inspection Support.

Once completed, this form will be submitted to Wellpoint by the FCS provider. This form does not have to be completed for the voucher to move forward with the review process. However, it must be submitted before the final voucher is approved.

Lead-Based Paint Disclosure and Pamphlet:

Completed By: Landlord and Awardee

If the house or unit was built before 1973, the Lead-Based Paint Disclosure Form is to be completed by Landlord, Awardee, and, if applicable, a Property Management Representative. This form contains a "Lead Warning Statement" informing you of the dangers of Lead-Based Paint. The "Lessor" in this form is the landlord. They will complete sections (a)i, ii, and (b)i, ii. The "Lessee" in this form is the future tenant, or Awardee. The awardee will complete sections (c) and (d). The awardee will acknowledge the landlord's disclosure of potential problem areas of lead-based paint hazards, if applicable. The "agent" in this form would be a property management

representative. If applicable, a property management representative will initial that they have informed the future landlord of obligations relating to lead-based paint hazards.

The Lead Based Paint Pamphlet must be provided to the awardee if lead based paint is disclosed or the awardee or their household is at risk for lead based paint exposure (housing built before 1978). Once completed, the Lead-Based Paint Disclosure form will be submitted to Wellpoint by the FCS provider. This form does not have to be completed for the voucher to move forward with the review process. However, if it is applicable, it must be submitted for the final voucher to be approved.

Landlord Intro Letter

Provided To: Potential Landlords

The Landlord Intro Letter introduces interested landlords to the AHAH Rental Assistance Program and gives brief details about what it means to be an AHAH-RAP partner. This is an optional form that FCS Providers and Awardees can use, if needed, when speaking to landlords about the program.

Landlord Packet

Provided To: Landlord

The landlord packet contains valuable instructions for landlords and property owners. It also contains the following forms that must be completed by the landlord and returned to Commerce.

- **Landlord Guide:** This provides landlords with information about the AHAH-RAP program along with next steps and instructions for preparing to accept voucher payments from Commerce.
- **Owner/Agent Verification Form:** This form walks property owners through how to submit proof of ownership and designate a property manager or agent that manages a property on their behalf.
- **Owner/Agent Certification of Habitability:** This form is completed by the landlord to certify to the voucher program that the unit meets habitability conditions as defined in the Landlord Tenant Act.
- **Draft Rental Assistance Payment Agreement:** This is a copy of the payment agreement the property owner will enter into with Commerce regarding voucher payments. The final version of this agreement will be provided to the property owner by Commerce once the voucher is approved.

Landlords will also be required to provide Commerce with a blank copy of the lease they will enter with the awardee and a Statewide Vendor ID number.

The FCS Provider and Awardee are not required to submit any documents from the Landlord Packet to move forward with voucher review. If the property owner provides completed forms to the FCS Provider or Awardee, these should be submitted to Wellpoint. If not, Commerce will contact the property owner directly to gather the completed versions of these documents.

What Happens Next?

Once all of the required forms are completed and submitted to Wellpoint, Commerce will review the voucher and work with the Property Owner/Manager to approve the rental unit, complete the Landlord Packet, and provide the Voucher Approval notification. The Voucher Approval notification will be sent to all parties. Once received, the Property Owner/Manager and Awardee can move forward with signing the lease and completing the move-in walk-through.

The Property Owner/Manager will submit the signed versions of the Rental Assistance Payment Agreement, the Lease, and the Move-In Walk-Through to Commerce to begin receiving voucher payments.