



# Roseville Housing Authority

A three-way partnership owners guide to  
the Housing Choice Voucher Program



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# About the Housing Choice Voucher Program

The Housing Choice Voucher (HCV) Program offers tenant-based rental assistance to low-income households. Participants find their own rental housing in the open market and pay a portion of their monthly income towards rent.

Roseville Housing Authority (RHA) subsidizes the balance of the monthly rent through direct payments to the owner. RHA administers the program in the cities of Roseville and Rocklin.

## Owners benefits

- Receive a guaranteed monthly payment on the first of every month via direct deposit
- Retain total control. Owners can collect a security deposit, use your own lease, and screen tenants according to your own suitability criteria
- RHA will conduct biennial inspections to ensure Housing Quality Standards of safety are maintained
- By participating in the HCV Program, owners are helping low-income households obtain housing

## Four steps to participation

If a household expresses interest in leasing a rental property, the owner should:



Screen the household for suitability and discuss the terms of your lease agreement, as well as the HCV Program rules and regulations.



Submit the completed Request for Tenancy Approval (RFTA) form (HUD-52517) to RHA if you and the household decide to move forward with tenancy. If RHA approves the RFTA, new owners will complete an owner packet provided by RHA.



Schedule a move-in inspection with RHA once the RFTA has been approved and before the household moves in.



Sign the approved lease agreement with participant and provide a copy to RHA, sign HAP Contract (form HUD-52641) and provide to RHA. Contact us if you would like to review a copy of the HAP Contract.

**Payments to the owner cannot begin until the process above is complete.**



## How to list your property

Property owners can email property details (Rent, Address, # of Bedrooms/Bathrooms & Contact Information) to [housing@roseville.ca.us](mailto:housing@roseville.ca.us). Properties may also be listed on [affordablehousing.com](http://affordablehousing.com).

## Three-way partnership

Property owner participation and assistance is a major factor in the success of the HCV program.

### Owners

- Screen families to determine their suitability as renters. (It is the Owners/Managers responsibility to screen participants, verify references and check credit rating)
- Provide and enter into a lease with the participating household
- Maintain the housing unit by making necessary repairs
- Comply with the Housing Assistance Payments (HAP) contract, fair housing laws and enforce the lease
- Collect household's share of rent

### Participating Households

- Abide by the terms of the lease
- Pay rent on time and take care of the housing unit
- Provide and pay any utilities which are not furnished by the owner
- Provide and maintain any appliances that are not furnished
- Responsible for damages to the unit or premises beyond normal wear and tear
- Comply with RHA's family obligations
- Report changes in income and family composition to RHA
- Notify RHA of plans to vacate the unit
- Be present for all inspections

### RHA

- Determine household eligibility for participation in the program
- Approve units and leases
- Determine the household's portion of monthly rent
- Inspect subsidized units biennially
- Ensure that owners and households comply with program rules
- Provide households and owners with prompt and professional service
- Issue HAP Contract in a timely manner



## Payment Standards - Effective 10/1/2025

The Payment Standard is the maximum amount of assistance a family can receive for rent and utilities and is based on the region's fair market rent and funding from The U.S. Department of Housing and Urban Development (HUD). HUD requires each jurisdiction to determine payment standards by zip code.

This is not a guaranteed amount as each unit must meet rent reasonableness and be comparable with surrounding rents.

AREAS/BEDROOMS	STUDIO	1	2	3	4	5	6
95661, 95678, 95677	\$1,935	\$2,034	\$2,502	\$3,330	\$3,852	\$4,430	\$5,008
95747	\$1,998	\$2,097	\$2,583	\$3,483	\$4,014	\$4,617	\$5,218
95765	\$2,079	\$2,178	\$2,682	\$3,573	\$4,113	\$4,731	\$5,347

## Utility allowance

The Request for Tenancy Approval (RFTA) form must be completed and signed by the manager/property owner and signed by the prospective tenant. The RFTA informs the Housing Authority which utilities the family will pay as well as the requested rent and security deposit. RHA will add the utility allowance to the rent amount to determine if the unit is affordable for the household.

## Tenant's income

The household is responsible for paying a minimum of 30% (and no more than 40% at initial move-in) of their adjusted gross income toward rent, as calculated by RHA.

## Testimonials

### HCV Participant:

"I am a single mother of two children and have fortunately survived two strokes. I was successful in the medical field and have unfortunately found that providing a stable home has been extremely difficult. Had it not been for the voucher given to my family we would be couch surfing or on the streets.

We are so grateful that the City of Roseville has become our City of choice to live and stay. If it had not been for the Housing Authority in Roseville our lives would have been in detriment and would likely be homelessness. My disabilities have humbled me to ask for help, but now we have HOPE in our future."

-Hannah C

### HCV Participant:

"I had been laid off due to company shutdown during the recession in 2010-2011. Also I had the majority of my retirement money in stocks, losing it all shortly thereafter.

With no jobs available I was forced to retire early, my only income being Social Security.

If it wasn't for the Grace of God and having a voucher, I shudder to think what my life would have been like."

-Susan G.

### Property Owners:

"My experience with the Roseville Housing Authority has been extremely pleasant and helpful as a landlord.

They have connected me with stable and responsible long-term tenants.

Having the support and quick responsiveness from R.H.A. is a great partnership."

-Shawn B.



## HQS biennial inspections

What is an HQS Inspection? RHA will conduct an inspection of the rental property to ensure that it meets HUD inspection standards. This inspection must be completed before a participant moves into the unit unless they are leasing in place. Future inspections are scheduled biennially with at least two weeks' notice to both the property owner and the household.

What happens if the property fails the initial or move-in inspection? The owner and the household will be notified of the results. The owner has the option to correct the items or cancel the Request for Tenancy Approval. The family will also have the option to wait for the owner to correct the failed items within a reasonable time or continue their housing search. A re-inspection of the unit will be scheduled to confirm that the unit meets HUD housing quality standards.

**Biennial inspection fail** - If the unit does not pass the biennial inspection and the household is determined to be responsible for repairs, they have 30 days to correct the deficiencies, unless they are found to be a 24 hour fail item (see below). A re-inspection is conducted to verify all corrections. If items are not corrected, RHA will initiate subsidy termination. If the owner is determined to be responsible for repairs, they have 30 days to correct the deficiencies. A re-inspection is conducted to verify correction of failed items. If items are not corrected, the HAP will be suspended on the first of the month following the failure date, and will not be reinstated until the inspection passes.

**24 hour emergency fail of biennial inspection** - The owner will be notified via telephone, fax, or email regarding any emergency conditions reported to RHA. The owner will have 24 hours to repair the unit before a re-inspection occurs. If items are not corrected, the HAP will be abated (suspended) on the first of the month following the failure date, and will not be reinstated until the emergency items are corrected.

## Did you know?

- The owner retains full control over the screening and selection process.
- As with any other tenant, HCV Program assisted households can be evicted by the owner for lease violations. The eviction process is determined by State law, not HCV Program regulations.
- The owner may collect a full security deposit, up to the maximum permitted by State and local laws.
- The owner has the right to legal action against a tenant who leaves damages beyond the security deposit collected as allowable by California State law.
- The HAP contract cannot begin until the unit has passed inspection. RHA will prepare and start a HAP contract on any day of the month. Owners are to provide their own lease between them and the tenant. A one-year lease is required for the initial term of the lease. After the initial term, the tenancy goes to month-to-month unless another lease is offered by the owner/manager.
- The HCV Program allows for rent increases. The owner may request a rent increase once every 12 months after the initial term of the lease. Rent increase requests must be submitted in writing to the tenant and RHA with 60 days' notice before the increase takes effect. RHA will review rent increases for rent reasonableness and determine the tenant's portion.
- RHA is not a party to the lease. The owner is responsible for the management of the rental unit.

# HUD FORM 52517 – Request for Tenancy Approval (RFTA)

On the following pages, you will find tips and explanations that may help you correctly complete the required forms and avoid delays in getting the RFTA approved.

<b>Request for Tenancy Approval</b> Housing Choice Voucher Program		<b>U.S Department of Housing and Urban Development</b> Office of Public and Indian Housing		OMB Approval No. 2577-0169 exp. 7/31/2022	
<p>The public reporting burden for this information collection is estimated to be 30 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Department of Housing and Urban Development (HUD) is authorized to collect the information on this form by Section 8 of the U.S. Housing Act (42 U.S.C. 1437f). Form is only valid if it includes an OMB Control Number. HUD is committed to protecting the privacy of individuals' information stored electronically or in paper form, in accordance with federal privacy laws, guidance, and best practices. HUD expects its third-party business partners, including Public Housing Authorities, who collect, use maintain, or disseminate HUD information to protect the privacy of that information in Accordance with applicable law.</p> <p>When the participant selects a unit, the owner of the unit completes this form to provide the PHA with information about the unit. The information is used to determine if the unit is eligible for rental assistance. HUD will not disclose this information except when required by law for civil, criminal, or regulatory investigations and prosecutions.</p>					
1. Name of Public Housing Agency (PHA) Roseville Housing Authority 316 Vernon St, Suite 150, Roseville, Ca 95678			2. Address of Unit (street address, unit #, city, state, zip code)		
3. Requested Lease Start Date	4. Number of Bedrooms <b>1</b>	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt	8. Date Unit Available for Inspection <b>2</b>
9. Structure Type <ul style="list-style-type: none"> <li><input type="checkbox"/> Single Family Detached (one family under one roof)</li> <li><input type="checkbox"/> Semi-Detached (duplex, attached on one side) <b>3</b></li> <li><input type="checkbox"/> Rowhouse/Townhouse (attached on two sides)</li> <li><input type="checkbox"/> Low-rise apartment building (4 stories or fewer)</li> <li><input type="checkbox"/> High-rise apartment building (5+ stories)</li> <li><input type="checkbox"/> Manufactured Home (mobile home)</li> </ul>			10. If this unit is subsidized, indicate type of subsidy: <ul style="list-style-type: none"> <li><input type="checkbox"/> Section 202 <input type="checkbox"/> Section 221(d)(3)(BMIR)</li> <li><input type="checkbox"/> Tax Credit (_____% unit) Current tax credit rent for this unit: \$_____</li> <li><input type="checkbox"/> HOME <input type="checkbox"/> Section 236 (insured or uninsured)</li> <li><input type="checkbox"/> Section 236 (insured or uninsured) <b>4</b></li> <li><input type="checkbox"/> Section 515 Rural Development</li> <li><input type="checkbox"/> Other (Describe Other Subsidy, including any state or local subsidy) _____</li> </ul>		

- 1 Number of Bedrooms:** Must be the same number of bedrooms as on county records. If a bedroom is in a basement, attic, or garage, it must meet local code requirements.
- 2 Date Unit Available for Inspection:** When will the unit have all work on repairs and refurbishment completed, utilities will be turned on, and someone will be available to let inspector into unit?
- 3 Type of Housing/Apartment**
  - Single-Family Detached House** – Single Family - Free standing, non-attached residence
  - Semi-Detached/Row House** – Multi-Family - 2 or more units, 1 or 2 story units; May also be called Duplex, Townhouse, Triplex, Fourplex. An individual unit with separate ground level entrances for each unit; attached to other individual units; 1 or more common walls.
  - Manufactured Home** – Single Family - May also be called mobile home /trailer. Home built in a factory, may be in a community where the operator leases spaces for manufactured homes.
  - Walk-Up /Garden Apartment** – Multi Family - 3 or more units; May also be called Low-Rise; Building with a group of individual units with 2 or more common walls; attached to other units; separate entrances, and may have common staircases. Usually, but not always, have units on both sides of building.
  - High-Rise Apartment** – Multi-Family - 5 or more Units; 5 or more floors; sharing one or more common entrances (may have elevator).
- 4 Subsidized?:** Only fill out if you receive a government subsidy for the unit or property. Usually applies to Affordable/Tax Credit properties or those that have received government HOME program funds.

# Filling out a RFTA

## Utility Chart

11. Utilities and Appliances  
 The owner shall provide or pay for the utilities/appliances indicated below by an "O". The tenant shall provide or pay for the utilities/appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and provide the refrigerator and range/microwave.

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

- 5 Specify Fuel Type:** This refers to the fuel source of the energy or utility. In almost all cases, you will mark natural gas or electric.
- 6 Paid By:** Mark "O" for Owner or a "T" for Tenant for who is responsible for paying for the utility bill for usage of the system.
- 7 Provided By:** Indicate by placing an "O" for Owner or a "T" for Tenant of who is providing the appliance. The heating, cooking, water heating, electrical, air conditioning, plumbing, and sewage systems are usually provided by the owner. The owner would usually be responsible for servicing and repairing these systems.
- 8 Refrigerator/Range:** Provided by refers to who is supplying the appliance and paid by refers to who will be paying the energy utility bill for the appliance.

# Filling out a RFTA

## 12. Owner's Certifications 9

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: 10

- 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 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 if the unit is not approved.

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Owner/Owner Representative Signature <span style="float: left;">11</span>		Head of Household Signature <span style="float: left;">12</span>	
Business Address		Present Address	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)
Fax Number or email address			

- 9 **Owner's Certification:** If owner has more than four units on the premises, please input information for your most recent comparable units rented to tenants without vouchers. HUD requires that owners not charge more for assisted units than for comparable units on the premises.
- 10 **Lead Based Paint:** Check the one that applies to the unit regarding lead-based paint. If a disclosure was given to the tenant, attach a copy to the RFTA packet.
- 11 12 **Signatures: VERY IMPORTANT**  
Ensure that BOTH Voucher Holder/Tenant and Owner/Owner Representative sign this page.