



Housing Highlights

Yellow Forms

The yellow form potential tenants bring you to fill out is called a Request for Tenancy Approval (RFTA) Form. This form is required by HUD to be used to determine if a unit is eligible for rental assistance. The form should only be filled out once the potential tenant has been approved by you to rent the unit. Only one form is given to a voucher holder while they are actively looking for housing. When a tenant asks you to fill out a RFTA form, you know they are only intending on renting your

unit. Likewise, only one person should have a completed RFTA form for a specific unit at a time. This form serves all parties involved showing an intent to rent the agreed upon unit.

Full completion of this form is mandatory. Some areas to note include: Box 2. The full address is required including city and zip code. Box 8. The date the unit is ready for inspection should be when the unit is move-in ready. Box 12a. Owners with 4 or more units are required to provide comparable units to certify that you are not charging a voucher holder more than any other tenant you may rent to. Box 12c. Lead Based paint disclosure is required along with completion of the attached Lead Based Paint Disclosure form. Failure to approve a tenant prior to filling out the RFTA form or failure to complete the form fully could cause a delay in the inspection and initiating the HAP contract.

Rent Increases

Before a landlord can increase the rent, it must be approved by the Housing Authority. A written notice must be turned into the Housing Authority 60 days prior to the increase. If you don't already have a notice, you may print a rent request form at www.jocogov.org. This increase must be a reasonable increase. You will only be notified if the request is denied. If the increase is denied, a landlord cannot charge the tenant the requested amount of rent (known as a side payment). The landlord would have the option to negotiate a new amount, or the tenant would have to relocate to a new unit.

Any changes that are not approved by the Housing Authority will cause an immediate termination of the HAP contract and can result in the landlord having to pay back the over payment.

Housing Resource Recruiter

Pam Harris has recently joined our JCHA team as the Housing Resource Recruiter. Pam comes with over eight years of experience in social services with an emphasis in community employment services, and program development. Most recently, she was the director of employment services for Life Unlimited, an organization that serves persons with disabilities and worked for Workforce Partnership – Kansas managing several grants for the state of Kansas and Department of Labor. Pam has expertise in community engagement and relationship building; related industry certifications from Virginia Commonwealth University, Kauffman Foundation, and a graduate of University of Missouri – Kansas City.

She will be focusing on retention and recruitment for affordable housing resources in Johnson County, building relationships through outreach, outreach activities and education.

Pam Harris

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Our Mission is.....

“ Providing essential human services as a safety net, targeting older adults, people with a disability, and low-income families, in order to support independence, dignity, and self sufficiency. “

CONTACT INFORMATION

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Don't forget to send us your

Unit Listings

**ON DISPLAY FOR THE PUBLIC
IN THE LOBBY OF THE**

Johnson County Housing Authority

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Congratulations

This year at the National association of Housing & Redevelopment Officials (NAHRO) conferences, Kimberly Nuessen won the extra mile award at the state level for her work with KS NAHRO, and Shannon Ausmer won the Meritorious/Special Achievement Award for her First Book Marketplace Grant of \$400 which allowed her to purchase 123 new books for the free library located in the lobby of the Housing Authority. Shannon went on to win at the regional level as well.

