



WELCOME!

Dear Landlord,

Thank you for your interest in working with the Corpus Christi Housing Authority (CCHA)! Our office will require this Docusign packet and any requested documentation be uploaded in order to begin the inspection process.

1. Complete the Docusign packet.
 - HUD 52517 Request for Tenancy Approval (RFTA)
 - Owner Certification Form
 - Lead Based Paint Disclosure
 - Rent Reasonableness Comparability Data Sheet
 - Proposed (NOT SIGNED/EXECUTED) Lease – must include
 - Name of Head of Household
 - All Family Members that will be living in the unit
 - Address of unit
 - Proposes rent amount (contract rent)
 - Must specify who is responsible for the utilities
 - Must specify who is providing the stove and refrigerator

Once the Docusign packet is received it will be reviewed by the Landlord Liaison. Once completed, you will get an email either requesting additional information OR confirming that your packet has been sent to the caseworker for processing.

We are here to assist in making this process as smooth as possible. However, if you run into any issues or have any questions please contact us at 361-889-3300 (#1 for English, next press #2 Housing Voucher Program, and lastly #1 for the Landlord Liaison).

Sincerely,
Housing Choice Voucher Program

#1

• Docusign - New Landlord/Unit Packet is sent & received back from Landlord (if applicable)

#2

• Docusign - RFTA is sent & received back from Landlord

#3

• Packet is reviewed by Landlord Liaison to ensure completion. If no issues exist - it is sent to the Caseworker

#4

• Caseworker reviews packet to ensure client qualifies (Rent Burden). If no issues exist - it is sent to the Inspector

#5

• Inspector schedules inspection

#6

• Once unit passes the inspector will complete a Rent Reasonableness Report. If the requested rent is approved the Caseworker will contact Landlord to advise them that the move in can be scheduled