

Prospective Landlords

Frequently Asked Questions

1. What is a RFTA (Request For Tenancy Approval)?

Property owners are required to complete a HUD (Housing and Urban Development) RFTA (Request for Tenancy Approval) form prior to the lease signing. The form provides basic information about the unit, such as structure type and year built, utility and fuel used, and the requested rent and deposit. We evaluate the RFTA and lease information to determine if the unit is affordable for the prospective participant (OR: to determine if the unit is eligible for rental assistance).

2. What is an HAP (Housing Assistance Payment) contract?

The HAP (Housing Assistance Payment) Contract is an agreement between Colorado Coalition for The Homeless and the landlord. The HAP contract details the expectations of each party, identifies tenant responsibilities and landlord responsibilities, and provides a full break down of lease terms including tenant portion and program portion. (Include a doc that is watermarked as sample for their review and reference)

3. How soon can someone move in?

The program participants can move in once **ALL** required documents are received and a lease has been signed.

- Request For Tenancy Approval (RFTA)
- PASSED HQS (Housing Quality Standards) Inspection
- IRS (Internal Revenue Service) Form W9
- Landlord Obligations
- Signed lease
- Housing Assistance Payment (HAP) Contract

4. How do vouchers/payments work? How do I get paid?

Once you have returned ALL required forms, a Housing Specialist will process the packet and request that monthly recurring payments be started.

*Processing times vary, and your first payment may be delayed. Please allow up to 60 days to receive the first rental assistance payment to be received. All other payments will be mailed out prior to the rent due date.

5. How much is the tenant responsible for?

The tenant's portion is (typically) 30% of their adjusted gross income. This is the amount that is paid by the tenant directly to the landlord and/or utility service provider

6. What services are available?

The Colorado Coalition for Homeless offers a wide range of wrap around supportive services to assist program participants. Click [HERE](#) to learn more about services provided by CCH

7. Does CCH offer lease templates?

CCH does not provide lease templates to landlords.

8. Can I contact the program participants previous landlord?

- Landlords are responsible for their own screening process
- The Mission of the Colorado Coalition for the Homeless is to work collaboratively toward the prevention of homelessness and the creation of lasting solutions for families, children, and individuals who are experiencing or at-risk of homelessness throughout Colorado. CCH advocates for and provides a continuum of housing and a variety of services to improve the health, well-being and stability of those it serves.
- [CLICK HERE](#) to read more about state guidelines for background checks. The state statute is buried in the website. The citation and text is also included here.
 - 38-12-904. Consideration of rental applications - limitations - denial notice.
 - (1)(a) If a landlord uses rental history or credit history as criteria in consideration of an application, the landlord shall not consider any rental history or credit history beyond seven years immediately preceding the date of the application.
 - (b) If a landlord uses criminal history as a criterion in consideration of an application, the landlord shall not consider an arrest record of a prospective tenant from any time or any conviction of a prospective tenant that occurred more than five years before the date of the application; except that a landlord may consider any criminal conviction record or deferred judgment relating to:
 - (I) The unlawful distribution, manufacturing, dispensing, or sale of a material, compound, mixture, or preparation that contains methamphetamine, as described in section 18-18-405;
 - (II) The unlawful possession of materials to make methamphetamine and amphetamine, as described in section 18-18-412.5;
 - (III) Any offense that required the prospective tenant to register as a sex offender pursuant to section 16-22-103; or
 - (IV) Any offense described in part 1 or part 6 of article 3 of title 18.
 - (2)(a) If a landlord denies a rental application, the landlord shall provide the prospective tenant a written notice of the denial that states the reasons for the denial. If the specific screening criteria cannot be directly cited because of the use of a proprietary screening system, the landlord shall instead provide the prospective tenant with a copy of the report from the screening company that uses the proprietary screening system. A landlord may provide a prospective tenant an electronic version of the denial notice required in this subsection (2) unless the prospective tenant requests a paper denial notice, in which case the landlord shall provide the prospective tenant a paper denial notice.
 - (b) A landlord who is required to provide a notice of denial to a prospective tenant as described in subsection (2)(a) of this section shall make a good-faith effort to do so not more than twenty calendar days after making the decision to deny the prospective tenant's rental application.

- [CLICK HERE](#) to read more about guidelines for Citizenship

9. Do you have direct deposit?

The Colorado Coalition For The Homeless is actively working to implement direct deposit into our accounting software. Direct Deposit will be made available to our community partners as soon as it is available.

10. Are we as landlords, required to accept housing vouchers?

The Colorado Coalition For The Homeless advocates for our program participants. We adhere to local and state laws regarding housing and Source of Income rules. [Colorado Civil Rights Division announces that, as of January 1, 2021, discrimination based on source of income is prohibited by law | Department of Regulatory Agencies](#)

11. How many different programs do you have?

The Colorado Coalition for the Homeless administers a variety of housing assistance programs. Please call us to learn more specific programs that are available.

12. Does the program participant have a security deposit?

- “Yes. Many programs do offer security deposits.” For programs that do not offer security, we may be able coordinate additional resources to help a participant with a security deposit.
- Please contact Housing Navigation to find out more about security deposits that may accompany some vouchers.

13. Will you help me get them out?

- We support landlords with program participant related matters
 - Notify parties needed to assist in resolving the concern
 - Can do a Mutual Lease Recission (MLR) if both tenant and LL agree

14. How do you screen applicants

- Landlords are responsible for screening their own applicants.
- CCH may be able to provide basic background information to potential landlords, if we have an ROI on file permitting disclosure of information.