



HIP HOMELESS INCENTIVE PROGRAM

Los Angeles County Development Authority

PRE-REQUEST FOR TENANCY APPROVAL

Landlord Name:	
Phone Number:	
Street Address:	
City, State, Zip Code:	
Email Address:	

THE FOLLOWING MUST BE SUBMITTED WITH THIS FORM, IF NECESSARY OR NOT PREVIOUSLY SUBMITTED:

- A rent roll, if the building has two (2) or more units
- W-9 Form
- Authorization Agreement for Direct Deposit
- Letter of Authorization establishing legal signing power

Note: If you are unable to submit your own Letter of Authorization on official letterhead, please complete the attached Letter of Authorization form and submit:

- Operating Agreement (Limited Liability Company)
- Partnership Agreement (Limited Liability Partnership)
- Articles of Incorporation or Bylaws (Corporation)
- Copy of the Trust (Trusts)

UNIT TO BE INSPECTED

Street Address		Unit/Apartment #	
City		State	Zip Code
Number of Bedrooms	Year Built	Proposed Rent \$	Date Unit Ready for Inspection*

UNIT TYPE (check one) Single-family Duplex Condo/Townhouse Apartment Mobile home Mobile space

UTILITIES AND APPLIANCES (check all applicable boxes)

	Gas	Electric	Owner	Tenant		Owner	Tenant	
The unit heater is:	<input type="checkbox"/>	<input type="checkbox"/>	Who pays the gas bill?	<input type="checkbox"/>	<input type="checkbox"/>	Who pays the trash/sewer bill?	<input type="checkbox"/>	<input type="checkbox"/>
The range (oven) is:	<input type="checkbox"/>	<input type="checkbox"/>	Who pays the electric bill?	<input type="checkbox"/>	<input type="checkbox"/>	Who provides the range (oven)?	<input type="checkbox"/>	<input type="checkbox"/>
The water heater is:	<input type="checkbox"/>	<input type="checkbox"/>	Who pays the water bill?	<input type="checkbox"/>	<input type="checkbox"/>	Who provides the refrigerator?	<input type="checkbox"/>	<input type="checkbox"/>
						Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>

UNIT INSPECTION DATE

The **unit must be vacant** or occupied by the assisted tenant in order for an inspection to be scheduled. Any furniture and appliances present in the unit must remain in place for the assisted tenancy. If the unit is furnished with items not to remain in place for the assisted tenancy, the unit is not ready for inspection. **If the tenant moves into the unit before the date authorized by the Los Angeles County Development Authority (LACDA), the tenant is responsible for the entire rent until date of authorization.**

Owner Initials _____

IF THIS UNIT IS SUBSIDIZED, INDICATE TYPE OF SUBSIDY

- Tax Credit Home Program Section 221(d)(3)(BMIR) Section 236 (Insured or Noninsured) Section 202
 Section 515 Rural Development Other _____ (Describe other subsidy, include state or local subsidy)

RENT REASONABLENESS

The rent charged to the assisted tenant must not be more than the rent charged for other unassisted comparable units. **If the unit is in a building with two (2) or more units, the owner MUST attach a rent roll.** A rent roll is the owner's up-to-date official ledger/list of all rental units on the premises, including each unit's address and apartment number, rent amount, and bedroom size, and indicating which units are subsidized or unsubsidized.

Owner Initials _____

RELEASE OF INFORMATION TO OWNER

The LACDA does not screen the family for suitability. **Screening is the owner's responsibility.** The LACDA is required to release specific information about a family/tenant's current and prior addresses if information is available and requested in writing by an owner who has completed a Request for Tenancy Approval. If the owner would like information on the family's current and/or prior address, and/or the names and addresses of the landlords of the family's current and/or prior address, a request may be submitted in writing to: Los Angeles County Development Authority, P.O. Box 1503, Alhambra, CA 91802. The LACDA will give the same types of information to all families and to all owners.

HOW DID YOU HEAR ABOUT US?

- Landlord Event LACDA Website Billboard Bus Shelter Marketing E-Mail Television Radio Word of Mouth
 Other _____