

Metropolitan Development and Housing Agency



Thank you for your interest in participating in the MDHA Housing Choice Voucher (HCV) Program. The HCV program provides rental assistance to very low income families, the elderly, and the disabled so they may afford decent, safe, and sanitary housing. All participants must be selected from the MDHA waiting list, determined eligible and issued a Housing Choice Voucher before MDHA can assist them with their rent.

MDHA maintains a “Property List” for landlords who wish to make their unit available for certified families. The owner’s name, phone number and property information are listed and the list is made available to new applicants and participants who are looking for suitable housing. Listings are updated each Friday and will expire after sixty (60) days, at which time the unit will be removed from the list unless the landlord contacts MDHA to extend the listing for another sixty (60) days. Listing a property does not mean MDHA endorses the unit or certifies it as eligible for assistance.

Once a family has received their Voucher from MDHA they are authorized to begin their search for a suitable unit, using the above list or any other sources available to them. The family has sixty (60) days to locate a suitable unit and submit the HUD form Request for Tenancy Approval (RTA) to MDHA.

Generally, the family will provide the prospective landlord with a RTA. Additional copies are available at the MDHA Section 8 office, in the MDHA Landlord Handbook, or at <http://www.nashville-mdha.org/section8.php>. Both the family and the landlord are required to fill in all information, sign and submit the RTA along with a copy of the proposed lease to the family’s assigned Specialist. Note that there are certain guidelines for participation in the program. These guidelines are discussed in detail in the Landlord Handbook, and they include but are not limited to:

- The landlord is responsible for screening the prospective family.
- The landlord will use his/her own lease and attach the HUD Tenancy Addendum provided by MDHA to it.
- The landlord may collect a security deposit, but it is limited to current market practice, and not more than one month’s rent. The family pays the security deposit. ***MDHA does not pay or assist with the payment of the security deposit.*** Collection of the security deposit is strictly between the prospective family and the landlord.
- **Before** an inspection is initiated, the owner/landlord must provide:
 - A copy of their Warranty Deed or Settlement Statement;
 - A copy of a management agreement, if applicable;
 - A W-9 form, along with verification of the SSN or EIN;
 - A Direct Deposit Authorization form, along with a voided check (deposit slips are not acceptable).
- The unit must pass HQS inspection before MDHA assistance may begin, [click here to see Inspection Checklist](#).
- If the family is responsible for paying for any utility, the utility service must be turned on in the head of household’s name before MDHA assistance may begin.

Within 5 business days from the date the RTA is received, MDHA will determine whether or not the family is eligible for the unit. If eligible, a request for an inspection will be forwarded to the Section 8 inspector and they will contact the landlord within 5 business days to schedule the inspection; if the family is not eligible, both the family and the landlord will be notified and informed of any changes necessary in order for the family to be eligible. If it cannot be worked out, the family will have to locate another unit.