

Metropolitan Development and Housing Agency



Thank you for your interest in participating in the MDHA Housing Choice Voucher (HCV) Program. Our program provides rental assistance to Nashville, Davidson County 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.

Landlords wishing to make units available to Housing Choice Voucher Program participants may list their property on the TNHousingSearch.org website. TNHousingSearch.org is a FREE online, searchable registry of housing in Tennessee. It is designed to help all Tennesseans with their housing-related needs. All types of housing are listed, whether for rent or for sale, and includes accessible, affordable, or age-restricted properties. The service is free for tenants and landlords to use, and can be accessed online 24 hours a day, seven days a week. For more information and to register to list your property, go to <http://www.tnhousingsearch.org/> or call the toll-free number 1-877-428-8844. **You do not have to register to search for properties.**

Once a family has received their Voucher from MDHA they are authorized to begin their search for a suitable unit, using the TNHousingSearch.org service 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 or at <http://www.nashville-mdha.org/wp-content/uploads/2015/11/Request-for-Tenancy-Approval-9-14.pdf>. 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 Lease-Up Team at section8leasing@nashville-mdha.org or fax 615-687-9982. Note that there are certain guidelines for participation in the program. These guidelines are discussed in detail on the website and they include but are not limited to:

- The landlord is responsible for screening the prospective family.
- The landlord will use their 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, available under Downloads on the Owners page of our website at <http://www.nashville-mdha.org/rental-assistance-voucher-program/>, along with verification of the SSN or EIN (copy of SS card or letter from IRS);
 - A Direct Deposit Authorization form - also available on website, along with a voided check (deposit slips are not acceptable).
- The unit must pass HQS inspection before MDHA assistance may begin – see <http://www.nashville-mdha.org/wp-content/uploads/2015/02/InspectionChecklist1.pdf>. 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 3-7 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 the next 3-7 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.