

Filling out the RTA

CHA has strict guidelines and requirements for completing and submitting the RTA packet. This packet is large and can be complicated to complete if you have not worked with CHA in the past. Please be sure to complete the follow prior to submitting the packet to the CHA (page numbers correspond with PDF):

- On page 3, box 2, the full address must be listed, including street suffix and unit number.
- On page 3, box 12, you must list the utility type and indicate if the tenant or owner is responsible for that utility.
- On page 4, section 13c, you must check one of the boxes indicating the presence of lead-based paint in the unit.
- Even if the owner of the unit has authorized a property manager or other associate to complete the packet on their behalf, the owner must complete and sign page 5, the Authorization for The Release of Information.
- Regardless of when the unit was built or household composition, you must complete page 6, Disclosure of Information for Pre-1978 Housing Rentals and Leases (Lead Disclosure).
- Direct deposit information must be completed as CHA only issues payments electronically. You must include a voided check in addition to the direct deposit forms.
- The HCV affidavit of ownership pages 11-14 must be completed depending on the unit ownership type (individual owner vs, LLC, etc.). Only complete the section that applies to your agency.
- If the owner is authorizing a property manager to complete the packet on their behalf, page 18 Management Authorization form must be completed as well.

Submitting the RTA

The packet should be submitted to the CHA's Owner's Portal for CHA to begin their review process. If you have not created an account in the Owner's Portal, you will need to register for free prior to submitting the packet.

The packet can also be submitted via email to hcv@thecha.org.