

Fort Worth Housing Solutions Project-Based Vouchers Wait List, Referral and Application Procedures



- FWHS will determine which wait lists are managed by properties and which wait lists are managed by FWHS.
- A separate list will be utilized for each PBV property.
- For properties that are managing their own wait lists, they should be maintained electronically, or other appropriate mechanism to track applications received, approved and referred to FWHS for PBV rental assistance.
- Wait list should include the PBV property, name of applicant, date and time of application, contact information, date selected from wait list, and if denied the denial reason.
- Properties must make every effort to fill vacancies timely. Failure to fill vacancies timely may result in the unit being removed from the PBV HAP contract.
- Properties will document any mailings to applicants on the wait list and keep copies of all wait list correspondence to be submitted for monitoring by FWHS.
- Applicants who apply at the property must use the PBV Application form specific to the property
- Properties must have written tenant selection procedures that are consistent with Fair Housing requirements. They must submit a copy of their tenant selection procedures to FWHS.
- Applicants who are deemed ineligible by a property, based on its tenant selection policies, must be promptly notified in writing by the property. A copy of the notification must be sent to FWHS.
- Once an applicant is approved, the property will send the completed PBV Referral and Application forms to Kimberlee Dunklin by email at kdunklin@fwhs.org or fax (817)333-3535. Shannon Kimble, Admissions Coordinator should be copied at skimble@fwhs.org or fax (817)333.3675.
- Once the PBV Application form and other documents have been received, FWHS staff will promptly make an eligibility appointment by telephone, email, or letter. The applicant will be provided with a list of items needed to complete the application process.
- The applicant must bring the applicant ID, Birth Certificate, Income Verification, and other relevant documents needed for each household member age 18 and over, to the PBV eligibility appointment.
- FWHS will notify properties and applicants of anyone who is deemed ineligible.
- Eligible applicants will be briefed during the initial intake appointment. At the briefing the applicant will receive a Statement of Family Responsibility, Briefing packet, and the applicant's rental portion (TTP) for the unit before the utility allowance is included.
- The PBV Counselor will submit a copy of the applicants TTP form to the property.
- The PBV Counselor will submit a copy of the referral form with the PBV unit information to the inspections Department.
- The property will submit proper notification such as an email to the Inspections Clerk that the unit is ready for an inspection. If the unit is a newly- constructed unit that has



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passed an inspection within the last 120 days and has not been occupied since the passed inspection, another inspection is not required. For all other units, another inspection will be conducted.

- After the unit passes inspection, FWHS will notify the property and FWHS Contracts team that the unit is ready for occupancy by the family. This is considered the Move-In Approval.
- The Contracts team will send an email to the property requesting the move-in date. Once the move-in date is known, the Contracts team will complete the Tenancy Addendum, Section 8 Project-based Voucher Program, Parts A and B (HUD form 52530c) and send it to the property for the signature of both parties. This signed document, along with the lease, must be returned to FWHS before payments will be made. The date of the lease cannot be before the approved move-in date.

***RFTA's will no longer be issued. The new referral form will include the unit information and the TTP will be provided to the property manager by the Counselor.**