



Leasing Operations

675 W. Main St.
Rochester, NY 14611
Phone: 585 697 6105
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Intent to Vacate

You must serve a proper written 30-day notice to the owner/landlord.

You must provide RHA with a copy of the 30-day notice.

Moving Appointment

If you are eligible to move, you will receive a moving appointment.

At the moving appointment, you will need to provide all necessary documents to complete recertification (income documentation, asset information, etc.)

You will receive your Request for Tenancy Approval (RFTA) packet to bring to your new potential landlord.

Search **GoSection8** (can be found on our website www.rochesterhousing.org living with us tab/apartment listings) You can also look for other rental listing websites/craigslist for available units.

Submitting the Request for Tenancy Approval Packet (RFTA)

Once you find a unit you wish to rent, provide the RFTA packet to the owner or management of the property.

The owner/landlord will complete the packet, and both the owner/landlord and tenant will sign the packet.

Once the RFTA packet is complete, it must be submitted to RHA with an unsigned lease and a W-9 signed by the landlord.

Once the RFTA packet is received, RHA will review the information to determine affordability.

Rent reasonableness will be determined and the owner/landlord will be contacted if necessary.

Upon approval of the RFTA packet, an inspection of the unit will be scheduled within 7-10 days.

If the unit does not pass inspection, the landlord will be given 60 days to make necessary repairs and schedule a re-inspection.

When the unit passes inspection RHA will execute a contract to the landlord and require you sign your lease.

Once lease and Contract are signed, payments will be released to the landlord.

Victims of domestic violence, dating violence, or stalking may have protections provided by the Violence Against Women's Act, or if you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the Housing Authority immediately.

