

Welcome to the Housing Authority of Baltimore City's Housing Choice Voucher Program!

Below is an estimated timeline for processing a new move once HABC receives your complete and accurate Request for Tenancy Approval (RFTA) packet. For quick and efficient processing, this entire packet must be submitted in full. Missing, incorrect, or incomplete information will result in delays.

Once completed correctly and in its entirety, the full RTA packet and any supporting documentation must be uploaded to the HCV Owner Portal at habc.hcvportal.org (MOVES, Upload my RTA).

1. DETERMINING RFTA ELIGIBILITY (7 business days)

We are reviewing the Request for Tenancy Approval (RFTA), your ownership documentation and the lease. Ensure all applicable forms listed in the required documentation checklist are completed and attached.

2. SCHEDULING INSPECTION (3 business days)

HABC conducts an inspection of the "rent-ready" unit. Within 3 business days of determining RFTA eligibility, you will receive notification from inspections informing you of the date and timeframe of your inspection.

NOTE: Rent Ready units meet HQS compliance and are ready for immediate occupancy.

3. INSPECTION IN PROCESS

Your inspection will occur after notification from the inspections department. If your inspection fails, the inspections department will schedule your re-inspection. If your unit is not ready an inspection fee may be required to move forward with the move.

NOTE: If the reinspection does not pass, the property owner must make the necessary repairs, request an inspection, and pay the fee within 10 business days. If the unit does not pass again, HABC will cancel the moving process for this unit.

4. DETERMINING RENT (5 business days)

Within 5 business days of your unit/property passing inspection, you will receive notification via the Owner Portal informing you of the rent offer. HABC conducts an analysis of comparable units to calculate a reasonable



Market Rent, compares that to the proposed rent and HCV participant family's affordability, and determines the Contract Rent. HABC contacts the property owner with the rent offer. You may visit https://brhp.shinyapps.io/HABC_Search to assess the market rents for your property.

5. AWAITING RENT ACCEPTANCE (3 business days)

We are awaiting your acceptance of the rent offer. If you do not accept within two business days of the offer, we must close the RFTA. Within 2 business days of the rent offer acceptance, a lease signing date will be scheduled.

6. CONTRACT SENT TO OWNER

Your lease signing had been scheduled. The HAP Contract has been sent to you and the Tenant Acknowledgement has been sent to the tenant electronically. All executed documents, including the lease, are due by 3pm on the date of the lease signing.

7. CONTRACT EXECUTED (30 calendar days)

The move has been authorized and you will receive your first Housing Assistance Payment (HAP) and any applicable Security Deposit and Landlord Incentive within 30 days of the move in date.