



FWHA Landlord/Tenant Acknowledgment Certification  
(Please make a copy of this form for your records)

Date: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Landlord/Owner Name: \_\_\_\_\_

## PLEASE READ THIS ENTIRE ACKNOWLEDGEMENT FORM

The above listed tenant is my tenant. I understand Fort Wayne Housing Authority (FWHA) does not screen my tenant for suitability. It is my responsibility to screen my tenant and to enforce my lease. FWHA does not get involved in Landlord/Tenant disputes.

I must notify FWHA (Nicol Winbush: [nwinbush@fwha.org](mailto:nwinbush@fwha.org)) in writing when I have any changes in my contact information, banking information and/or ownership. Owner changes **will not** be accepted on the Request for Tenancy Approval packet or HAP contract and all changes must be in writing.

All payments made to me by the FWHA will be in the form of direct deposit to the account currently on file. If there are changes to my account, it is my responsibility to notify FWHA in writing (Nicol Winbush: [nwinbush@fwha.org](mailto:nwinbush@fwha.org)) promptly of the change.

I must provide a copy of the proposed lease including the required HUD tenancy addendum with this Request for Tenancy Approval Packet to begin the approval process.

The Lease MUST include all of the following:

- The names of the owner and the tenant
- The unit rented (address, apartment number, and any other information needed to identify the contract unit)
- The term of the lease (initial term and any provisions for renewal)
- The proposed amount of the monthly rent to owner
- A specification of what utilities to be paid by the owner and tenant. What appliances are to be supplied by the owner or tenant.
- The HUD Tenancy Addendum can be found at:  
[https://portal.hud.gov/hudportal/documents/huddoc?id=DOC\\_11738.pdf](https://portal.hud.gov/hudportal/documents/huddoc?id=DOC_11738.pdf)

The inspection is valid for 30 days from the inspection pass date and I must execute the proposed lease with corrections (if any) and signatures within the 30 days allowed. If we do not execute a valid lease within the 30 days, a new inspection must be performed. FWHA cannot accept a lease that is executed prior to the inspection pass date. The lease must be dated for the inspection pass date or the date the tenant takes possession of the unit, **whichever is later**. If my tenant moves into my unit before the inspection pass date, the tenant is fully responsible for the rent. FWHA will not make any retro rent payments on a unit prior to the inspection pass date.

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Once the unit passes inspection, I must supply FWHA with a valid executed lease which **MUST** include the HUD tenancy addendum word for word or as an attachment to the lease.

I must sign and return the HAP contracts within 60 days of the effective date of the lease. If the HAP contracts are not signed and received by FWHA within the 60 days of the effective date of the lease, no HAP payments can be made. If this occurs the unit will need to be re-inspected and the process must start all over from the beginning. Once the process is completed properly following the specified time frames then HAP payments can start (no sooner than the second passed inspection date) there will be no retro payments made.

FWHA will only inspect a unit twice. If my unit fails inspections twice, FWHA will not conduct any further inspections on the unit. FWHA will not be able to assist the tenant in the failed unit.

I can only request a rent increase after the initial term of the lease is up. I must give a 60 days written notice to FWHA on the FWHA approved form (this form can be found on the FWHA website at [www.fwha.org](http://www.fwha.org)). If I generate a new lease (after the initial term of this lease), it is my responsibility to provide FWHA with a copy of the new lease. If I do not provide FWHA with a copy of the new lease, my tenant may be granted permission from FWHA to move before the lease end date.

My tenant may request a transfer to move with FWHA 60 days prior to their lease end date. If my tenant moves prior to the lease end date, it is my responsibility to get any unpaid balance from my tenant. If my tenant request a transfer to move from FWHA and is approved, my HAP payments will be put on hold once my tenant turns in a Request for Tenancy Approval packet for new unit. Once FWHA has completed the transfer process, my HAP will be released and payment will be made thru the date of the tenant signing the new lease at the unit.

If my tenant moves from the assisted unit, I **must** notify FWHA immediately. If I do not notify FWHA immediately, all over paid rental subsidy made by FWHA will be recaptured by FWHA. If FWHA cannot recapture the overpayment, the account will be dealt with at FWHA discretion.

**By signing the attached Request for Tenancy Approval packet, you are acknowledging and agreeing to abide by the items listed above:**

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Landlord Signature

Date