



Landlord Checklist

Documents that are required by LRHA:

1. Landlord application
2. Copy of valid Virginia ID & SS card
3. Authorization Agreement for Direct Deposit
4. W-9
5. Deed to property
6. Certificate of Insurance
7. Void check

The next steps:

1. Request for Tenancy Approval signed by BOTH you and the new tenant
2. Once the RFTA is approved, the initial inspection is performed. The property must pass Housing Quality Standard (HQS) prior to tenant moving in. (inspection rules have changed due to COVID, please call us with any questions)
3. Send us your lease with tenant signature
4. Sign HAP contract with LRHA

**For Question about Housing and Fair Housing Please Contact:
Lynchburg Redevelopment and Housing Authority
434-485-7200
www.lynchburghousing.org**



We Do Business In Accordance With the Federal Fair Housing Law

Fax: 434.845.9144 • TTY: 800.828.1120 VA 711

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