



Ohio Valley Opportunities  
Housing Choice Voucher Program (Section 8)  
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Dear Landlord/Owner:

Ohio Valley Opportunities would like to thank you for your interest in our Housing Choice Voucher rental assistance program.

**Step 1:** Screen Tenant for Suitability

**Step 2:** Complete and return:

- Request for Tenancy Approval Form (RTA)
- W9
- Certificate of Ownership
- Restriction on Leasing to Relatives
- Lead Based Paint (if home was constructed before 1978)
- Unsigned copy of proposed lease (The tenancy addendum must be attached to the final lease)

**Step 3:** Prepare the unit for inspection within 30 days of the RTA being submitted (preferably sooner), by using the attached inspection checklist. OVO will only sign a contract and begin payments after a unit passes inspection. Note that if more than 10-15 defects are noted, OVO will cancel an inspection, so please ensure you only schedule an inspection when your unit is ready.

You can use the contact information above to let us know if you have questions or concerns at this point.

Thank you,

*Angel Snell*

Housing Choice Voucher Program Specialist

*Angela Wieczorek*

Housing Choice Voucher Program Specialist