



Dear Landlord/Owner,

Thank you for partnering with TGHA to provide decent, safe and affordable housing. In an effort to decrease the time needed for processing of payments, the following are required when submitting this package.

This information must be received to schedule the inspection.

- Completed Request for Tenancy Approval (RFTA)
- W-9
- Direct Deposit form or Voided Check
- Proof of Ownership/ Management Agreement (Acceptable information: Tax Bill, City Tax Assessor Print Out, or Deed)
- Sample Lease (Not Executed). Your lease must include names of all household members, unit address, rent amount, security deposit and the terms of the lease.

Please provide the information requested above, complete form below, and attach all documents to RFTA paperwork. This information must be submitted for the RFTA to be considered complete. We will NOT evaluate the comparable units or schedule the inspection until the RFTA package is received complete.

You may return the package by email to: [RFTA@tgha.net](mailto:RFTA@tgha.net), by FAX at (864)467-2613, or by mail to the address above.

Property Address: \_\_\_\_\_

Bedroom:  1  2  3  4  5  6

Bath:  1  2  3    ½ Bath:  1  2

**Amenities & Housing Services:**

Laundry Type:     Washer/Dryer    Washer    Dryer    Washer/Dryer Connection    Onsite Laundry

<b>Dishwasher:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Exterior Features:</b>	<input type="checkbox"/> Porch	<input type="checkbox"/> Balcony	<input type="checkbox"/> Deck/Patio
<b>Garbage Disposal:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Community Pool:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Security System (does not have to be installed)</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Gated Community</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Age Restricted:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Yard:</b>	<input type="checkbox"/> Pool	<input type="checkbox"/> Fenced	
<b>Microwave:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Parking:</b>	<input type="checkbox"/> 1-Carport	<input type="checkbox"/> 2-Carport	<input type="checkbox"/> 1-Car Garage
<b>Ceiling Fan(s):</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> 2-Car Garage	<input type="checkbox"/> 3-Car Garage	<input type="checkbox"/> Street
<b>Fireplace:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Assigned	<input type="checkbox"/> Un-Assigned	<input type="checkbox"/> Open
<b>Cable Included:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> 1 Space	<input type="checkbox"/> 2 Spaces	<input type="checkbox"/> 3 Spaces

Owner Signature \_\_\_\_\_

I certify that these amenities are currently in the proposed unit and are verifiable at the inspection.

