

Fairfax County Department of Housing and Community Development

**ADDENDUM TO THE REQUEST FOR
TENANCY APPROVAL**

HSS: _____

Reference: _____(Client's name)

Dear Landlord:

You have been approached by a Housing Choice Voucher applicant or participant who would like to rent your unit. The Fairfax County Department of Housing and Community Development (HCD) is required to advise you that it is the landlord's responsibility to screen prospective tenants. The PHA can advise you of the applicant's current and prior landlord if known. Below is the name and address of the tenant's current landlord. You may contact the Housing Specialist listed on the voucher to obtain the prior landlord's name and address.

CURRENT (or most recent) LANDLORD'S NAME AND ADDRESS (if known)

SUGGESTED SCREENING CRITERIA

1. Landlord References
2. Credit Check
3. Home Visit
4. Police/Criminal Check – This can be done by requesting the applicant to go to 10600 Page Avenue, Fairfax, VA 22030, between the hours of 8:00 a.m. and 4:30 p.m. to pick up a copy of their record; if they do not have a record the printout will show no record. The charge to the tenant will be \$5.00.

The Tenancy Addendum which will be provided to you with your contracts must be attached to your Tenant Lease.

Please sign and return this form with the Request for Tenancy Approval Form.

Signature

Title

Date

Retain a copy for your records