204 SW Walnut Avenue Dallas, OR 97338
(503) 623-8387 Fax: (503) 623-6907
TDD: 1 (800) 735-2900 www.wvpha.org
Email: wvpha@wvpha.org

REQUEST FOR ESTIMATE OF AFFORDABILITY

- **INSTRUCTIONS TO COMPLETE FORM** –

1. The submission of this completed form is **STRONGLY** encouraged prior to signing any other lease paperwork;
2. Once this information is provided to WVHA, an evaluation will be conducted to provide you with an **ESTIMATE** of whether the unit will be affordable for you to rent with Voucher assistance;
3. This **ESTIMATE** is just that – **AN ESTIMATE!!!** Final approval for you to rent the unit will be made once signed lease paperwork is submitted and the unit passes the required unit inspection;
4. In the event the unit is determined **NOT** affordable, based on this information you provide on this form, you will be notified and provided a copy of this form;
5. In the event the unit is **NOT** affordable, you may want to renegotiate the rent amount with your proposed landlord.

Name of Voucher Holder: _____
First Last

Address of Proposed Unit: _____
Number Street Name Apt. #

_____
City State Zip

Voucher Holder's Telephone Number: _____

UNIT DETAILS:

Type of Unit: ☐ Single Family House ☐ Duplex ☐ Apartment ☐ Townhouse ☐ Manufactured Home

Size of Unit: ☐ Studio ☐ One-Bedroom ☐ Two-Bedroom ☐ Three-Bedroom ☐ Four-Bedroom ☐ Five-Bedroom

What Year was Unit Built: _____ What is Landlord's Name: _____

What is the Total Rent of Unit: _____ Landlord's Tele #: _____

FAMILY-PAID UTILITY DETAILS:

Heating: ☐ Electric ☐ Natural Gas ☐ Oil ☐ Propane ☐ Other _____

Cooking: ☐ Electric ☐ Natural Gas ☐ Oil ☐ Propane ☐ Other _____

Water Heating: ☐ Electric ☐ Natural Gas ☐ Oil ☐ Propane ☐ Other _____

All Other Utilities: ☐ Electric ☐ Water ☐ Sewer ☐ Garbage ☐ Other _____

Family Declaration.....

I certify that all the information provided on this form is accurate and complete to the best of my knowledge. I know that this **ESTIMATE** of affordability **DOES NOT**, in any way, provide final approval for me to rent this unit on the Housing Choice Voucher Program. A final determination, as to whether I can rent this unit, will be made once final lease paperwork is submitted and the unit passes WVHA's inspection.

_____ _____
Head of Household Date

WEST VALLEY HOUSING AUTHORITY USE ONLY

☐ **Estimate of Affordability FAVORABLE** ☐ **Estimate of Affordability UNFAVORABLE**

Reason for UNFAVORABLE: _____

WVHA Employee's Initials: _____ **Date:** _____

UTILITY ALLOWANCE