



OBCBS ALERT 17-03

NEW RESIDENTIAL PROPERTY APPROVAL & AUTHORIZATION FORM

This alert letter is to notify Providers that DDDS revised the Residential Property Approval & Authorization (RPAA) Form. Effective June 1, 2017 the Office of Professional Services and the Office of Budget, Contracts & Business Services will no longer accept RPAA forms that are not submitted on the new form. The **new form MUST be used when opening new residential sites and for renewing expiring leases.**

The revised RPAA form has a new look and requires additional information to be provided. A summary of changes to the form are listed below:

- Section 4 – Property Details
 - Requires number of bedrooms used for sleeping quarters
- Section 5 – Occupants:
 - Dates of birth must accompany consumer names
 - If a vacancy exists at time site opens, anticipated date vacancy will be filled must be noted
- Section 6 – Reason Form Is Being Submitted:
 - Provider must specify that a residential site is being opened vs. a renewal
 - If site opens because an existing site is closing, closing site must be named
 - Utilities paid by the Lessor must be identified.
 - Utilities paid by the Lessee must be identified.
 - Provider must estimate a monthly amount for utilities/services paid for by the Lessee
- Section 7 - Property
 - This section has two parts, of which only one section must be completed
 - Part 7A for Leased Properties, or
 - Part 7B for Owned Properties
 - If site is owned provider must provide mortgage/finance, homeowner policy, and if applicable, property/school tax documents.
- Section 8 – Properties Financed by US Department of Housing & Urban Development(HUD)
 - Providers must specify if site is funded via the HUD Program
- Attestation Statement
 - Necessary to ensure accurate information is provided by DDDS Providers
- For OBCBS Use Only – Funding Approval/Denial
 - Improves communication between DDDS & Providers regarding rendered decision.