

Landlord Incentive Program – HCV Claim Form

This claim form is provided for reimbursement subject to availability of funds by jurisdiction through the Landlord Incentive Program. Submit this form and documentation within three months of vacancy date.

Tenant Information

Tenant Name: _____

SSN: _____ Program: _____

Address of Unit: _____

Move In Date: _____ Vacate Date: _____

Landlord / Unit Information

Landlord Name: _____ Phone: _____

Monthly Rent: _____ Security Deposit: _____

Circumstances of Claim – Claims can be requested in the following circumstances.

- Lease termination with cause.
- Tenant vacated unit with damages.
- Tenant vacated unit owing back rent.
- Legal fees associated with termination for lease violations and lease compliance

Expenses Included in Claim – The following expenses are eligible, up to a \$2,500 maximum, to the extent that actual expenses exceed the security deposit.

- Damages**: Damages caused by the tenant that exceed the security deposit and for which the tenant has not otherwise reimbursed the landlord. Normal ‘wear and tear’ is not an allowable expense.

Description of damages: _____

Full amount of tenant caused damages (do not deduct security deposit): _____

Attach the following:

- Complete itemized list of damages with paid receipts attached.
- Evidence that tenant caused damages (dated photographs of move in / move out condition, move in / move out inspections, etc.)
- Copy of letter mailed to tenant requesting payment for damages (letter must be mailed to tenant at last known address).
- Unpaid Rent**: Unpaid rent balances remaining after the tenant vacates the unit. The maximum claim is 4 months rent.

