



Better Places, Better Lives

Emergency Shelter Grant Landlord Incentive Program

The Cumberland County Housing Authority believes that everyone deserves a place to call home. Quality affordable housing is critical to a healthy community and economy. Landlords are key to helping our communities prosper. To acknowledge a landlord's investment in helping creating housing opportunities, the Authority is launching the Landlord Incentive Program. Participating landlords will receive reimbursement for short-term vacancies and minor unit repairs when they rent their unit to a renter participating in an Emergency Shelter Grant funded program.

Property Damage Reimbursement

New and existing landlords may be reimbursed up to \$500 for physical damages to a unit occupied by an ESG holder subject to the following:

- Damages are above and beyond normal wear and tear
- The cost to fix the damages is greater than the security deposit collected
- Landlords must submit:
 - Date stamped pictures of the specific damages they are requesting reimbursement for
 - Copies of receipts from costs of repair(s) of damages
 - A completed Damage Repair Reimbursement Landlord's Request for Payment
 - Reimbursements to a landlord will not exceed \$1,000 per calendar year (if submitting more than one damage reimbursement request)

Vacancy Reimbursement

New and existing landlords may be reimbursed to "hold" the unit off the rental market until the tenant's expected move-in date. The maximum amount offered to hold a unit off market may be equal to 1 month of rent, up to a maximum of \$1,000 (prorated by days held).

New Landlord Participation Bonus

Landlords currently not accepting housing vouchers are eligible to receive a New Landlord bonus of \$1,000. Upon successful application, approval and first lease to an ESG program participant, a new landlord will receive a \$1,000 bonus check.

**Note: The total amount of combined incentives (property damage reimbursement, vacancy reimbursement and new landlord bonus) cannot exceed three times the amount of the rental unit.*

How to Participate?

Contact:

Caitlin Cluck

Homeless and Special Needs Housing Director

ccluck@cchra.com

Homeless and Special Needs Housing

Landlord Property Damage Reimbursement Landlord's Request for Payment

Landlord Name

Landlord Address

Rental Unit Address/Tenant Name

Amount of total damages: \$ _____

Amount of Security Deposit collected by Landlord: \$ _____

Amount Landlord is requesting for damages (not to exceed \$500): \$ _____

Amount Due to Landlord (Total less Security Deposit): \$ _____

Copies of the following **MUST** be attached to this Request:

- Date stamped pictures of the specific damages you are requesting reimbursement for.
-Email attachments may be submitted to ccluck@cchra.com
- Copies of receipts from cost of repair(s) of damages

Print name of Landlord or Landlord's Representative

Signature of Landlord or Landlord's Representative

Date

Landlord's email and telephone number

HAN Approval

Print of HSN Representative

Signature of HSN Representative

Date

**Homeless and Special Needs Housing
Landlord Vacancy Request for Payment**

Landlord Name

Landlord Address

Rental Unit Address/Tenant Name

Month/Year of Vacant Request: _____

Month/Year of Expected Move-In: _____

Amount Monthly Rent: \$ _____

Copies of the following MUST be attached to this Request:

- Request for Tenancy

Print name of Landlord or Landlord's Representative

Signature of Landlord or Landlord's Representative

Date

Landlord's email and telephone number

HSN Approval

Print of HSN Representative

Signature of HSN Representative

Date