

## The Landlord Incentive Program – Eligible Reimbursements

<b>Program Overview</b>	We all need a safe place to call home. Yet that basic need is increasingly out of reach for many people. The Landlord Incentive Program recognizes the investment of landlords willing to help individuals who need affordable housing. The program offers participating landlords reimbursement for short-term vacancies and minor unit repairs when they rent their home or apartment to a low-income renter with a housing voucher. The effort helps preserve the investment of a participating landlord while ensuring safe, affordable housing for someone in need.
<b>Eligibility Requirements</b>	To be eligible to submit a reimbursement claim for repairs or to seek reimbursement for a vacancy, a landlord must be participating in the Landlord Recruitment Campaign, have leased the unit to an approved tenant, and continue to allow placement of the tenant in the same unit. ALL reimbursement claims must have occurred after April 1, 2015. Claims for damages must exceed “normal wear and tear”*.
<b>Program Information and Reimbursement Process: Repairs</b>	<p><b>1. Property damage claims up to \$300 may be available without a preliminary unit inspection, to cover small damages and other minor repairs.</b></p> <p>To apply for reimbursement incentives up to \$300 through the Landlord Incentive Program, a landlord must first confirm participation in the program with the Colorado Housing Connects Landlord Recruitment Specialist. Upon confirmation of participation, a participating landlord will submit a copy of the HQS move-in inspection and satisfactory descriptions and documentation, including pictures, of the damage claim to the Landlord Recruitment Specialist. Properly submitted claims will be reviewed within 2 business days from receipt of claim.</p> <p>Eligible claims up to \$300 will be approved using the following criteria:</p> <ul style="list-style-type: none"><li>a) Property damage incurred after April 1, 2015;</li><li>b) Property damage was caused as a result of a tenant’s occupancy, while under a rental agreement at the time the damage was incurred;</li><li>c) Damage to property exceeds normal wear and tear;</li><li>d) Expenses for repairs are estimated at or under \$300; and</li><li>e) Approved claims will be paid within 30 days of approval.</li></ul> <p><b>2. Property damage claims exceeding \$300, but not more than \$1,000 will be reviewed on a case-by-case basis.</b></p> <p>Eligible ‘damages’ may include: Wall gouges and holes; doors and cabinet including their hardware; carpet stains or burns; cracked tiles; broken windows, minor household fixtures such as disposal, toilet, sink, sink handle; and lighting fixtures.</p> <p>A post-repair inspection will be conducted prior to payment.</p>
<b>Program Information and Reimbursement Process: Vacancies</b>	<p>A property owner may seek reimbursement for a vacancy on the occasion that an approved tenant’s subsidy does not fully cover the first month’s rent due—most likely to occur if a lease isn’t signed by both parties until after the month has started.</p> <p>To apply for a holding payment equal to half of one month’s rental payment, a landlord must have placed the previous tenant through the Landlord Recruitment Campaign and have rented the same unit to another tenant through the process. A landlord will submit documentation with past tenant’s move-out date and a copy of the current lease agreement with lease start date. The payment of a holding fee up to half the monthly rental payment, or \$600, whichever is lesser. Payment will be prorated according to the number of days vacant with relation to the monthly rent amount.</p>
<b>Be a Participating Landlord</b>	Contact Colorado Housing Connects today to become a participating landlord in the Landlord Recruitment Campaign 1-844-926-6632. Ask for the Landlord Recruitment Specialist.