



HOUSING AUTHORITY

OF THE COUNTY OF KERN

Creating brighter futures...one home, one family at a time

Landlord Partnership Program Damage Reimbursement Claim Form

A landlord may only submit one claim per tenant, and the reimbursement amount is capped at \$2,500 after the security deposit has been applied. All claims will be verified prior to approval and are based on actual expenses incurred. Claims must be received within the first 30 days after landlord takes possession of unit (or) within 30 days of repairing tenant caused damages on a failed HQS Inspection. Approved claims will be paid within 30 days of submission.

Please print

Landlord Name:		Tenant Name	
Property Address:	City	State	Zip
Landlord Phone #:		Landlord email:	
Landlord Mailing Address:			

MOVE OUT CLAIM

Lease start date:	Term of lease:	Date landlord took possession of the unit:
Security deposit amount collected:		Total cost to repair damage:

Required Attachments:

- ✓ documentation of attempts to resolve tenant issues with the Case Manager prior to submitting this claim
- ✓ move out inspection documenting the damages
- ✓ tenant ledger showing amounts charged for damages
- ✓ verification of Security Deposit amount charged
- ✓ invoices/receipts confirming the amounts requested

FAILED HQS INSPECTION CLAIM

Lease start date:	Term of lease:	Date of failed HQS inspection:
Total cost of repaired tenant caused damages:		

Required Attachments:

- ✓ documentation of attempts to resolve tenant issues with the Case Manager
- ✓ failed HQS inspection report documenting the damage
- ✓ tenant ledger showing amounts charged for damages
- ✓ invoices/receipts confirming the amounts requested

I certify that I billed the tenants for unpaid damages and took all reasonable steps to collect the debt. I determined that the damage claim was due to the tenants' negligence or abuse, and that I attempted to resolve tenancy issues with the tenants Case Manager prior to submitting this claim. I understand this form and required verifications must be submitted to: LWorley@kernha.org for review of eligibility.

Landlord Signature



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Landlord Partnership Program (LPP) Overview

Program Overview

We all need a safe place to call home. Yet that basic need is increasingly out of reach for many people. The Housing Authority of the County of Kern recognizes the investment of landlords willing to help homeless individuals. Yet while over 90% of the homeless individuals housed through the voucher program are successful, we know some landlords may be wary of renting to someone who does not have a credit history or landlord reference. The Landlord Partnership Program addresses this issue by offering participating landlords reimbursement for minor unit repairs when they rent their home or apartment to a homeless individual with a housing voucher. The LPP helps preserve the investment of a participating landlord while ensuring safe, affordable housing for someone in need.

Eligibility Requirements

To be eligible for the LPP the Landlord must:

- Agree there will be an attempt to resolve tenant issues with the Case Manager (or Landlord Liaison) prior to making a claim or initiating the eviction process (The Landlord Liaison should only be used as a last resort when no alternative method can be identified to address the issue with the tenant);
- Rent to a homeless individual that is seeking housing with a voucher; and
- Enter into a Housing Assistance Payment (HAP) Contract with the Housing Authority of the County of Kern and be in good standing with that contract.
- Claim has been submitted prior to the LPP funds being fully exhausted.

Qualified Damages

The LPP can cover damages pursuant to the following conditions:

- When tenant caused damages exceed the security deposit, or tenant caused damages are identified on an HQS inspection and will lead to eviction;
- Property damage was caused as a result of a tenant's occupancy, while under a rental agreement at the time the damage was incurred;
- Damage to property exceeds normal wear and tear; and
- The tenant's occupancy in the unit has not exceeded eighteen months.





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Reimbursement Process

When an eligible landlord identifies that there are qualified damages to their property they are able to submit for reimbursement. A landlord may only submit one claim per tenant, and the reimbursement amount is capped at the amount that the landlord charged for security deposit (up to a maximum of \$2500). All claims will be verified prior to approval and are based on actual expenses incurred. Approved claims will be paid within 30 days of submission.

In order to submit a claim, the following steps must be followed:

1. Contact the Landlord Liaison to confirm participation in the program and obtain a Reimbursement Claim Form (can be given by agency employee)
2. The following documents must be attached with the claim form:
 - a. Documentation of efforts to resolve tenant issues with the Case Manager;
 - b. Move out inspection documenting the damages, or copy of the failed HQS inspection notice;
 - c. Tenant ledger showing amounts charged for damages;
 - d. Verification of Security Deposit amount charged; and
 - e. Invoices/receipts confirming the amounts requested
3. Claim forms must be submitted to the Landlord Liaison:
 - a. within the first 30 days after the landlord takes possession of the unit; or
 - b. within 30 days of repairing tenant caused damages on a failed HQS inspection that would otherwise lead to eviction

Contact Information

Landlord Liaison: Lizbeth Worley LWorley@kernha.org (661) 631-8500 ext.1401

