

IHOM—Increasing Housing Opportunities in Mesa

IHOM providing assistance for homeless individuals & families of the Housing Choice Voucher Program.

- ◆ **Application Fees:** Current voucher participant or applicant may apply for assistance with application fees (up to \$50 per application).
- ◆ **Administrative Costs:** Up to \$200 for non-refundable portion of security deposit, administrative fees (maximum \$400)
- ◆ **Vacancy Payments:** Landlords may apply for vacancy payments (up to seven days, \$500 maximum), when leasing their unit to a current voucher participant or applicant.
- ◆ **Damages:** Damages to a unit previously leased to a voucher participant, over and above the security deposit (maximum of \$1,000 per unit)

See back for details

For additional information you can:

- ◆ Go to our website www.Mesaaz.gov/housing
- ◆ Visit our office
- ◆ Email: Maribel.Flores@mesaaz.gov



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#1 Application Fees – assistance will be for homeless participants and applicants with their application fee (up to \$50 per application). The participant/applicant would be issued a certificate/letter of intent to submit to the owner/property management when submitting their rental application. The certificate/letter of intent is a guarantee to the owner that City of Mesa Housing (MHA) will pay directly to the owner/property management the application fee (whether or not they are approved for tenancy). The owner/property manager will need to complete the information on the certificate/letter with a W9 and submit to Maribel Flores at Maribel.Flores@mesaaz.gov or fax (480) 644-2923. Payment will be processed and a check will be mailed to the landlord directly.

#2 Administrative Costs— assistance will be for homeless participants and applicants with administrative fees up to \$200, non –refundable portion of security deposit up to \$200 per individual and up to \$400 per family. The participant/applicant would be issued a certificate/letter of intent to submit to the owner/property management when submitting their rental application. The certificate/letter of intent is a guarantee to the owner that City of Mesa Housing will pay directly to the owner/property management the administrative cost (whether or not they are approved for tenancy). The owner/property manager will need to complete the information on the certificate/letter with a W9 and submit to Maribel Flores at Maribel.Flores@mesaaz.gov or fax (480) 644-2923. Payment will be processed and a check will be mailed to the landlord directly.

#3 Vacancy Payments – vacancy payments can be made to current, previous and new landlords.

Current landlords – if you were leasing your unit to a Housing Choice Voucher participant of MHA and will now lease that same unit to another MHA participant, you may be eligible for vacancy payments for up to 7-days.

Previous or new landlords – if you have not worked with MHA housing program for at least 6-months or if you are a new landlord to MHA housing program, and you are renting your unit to a Housing Choice Voucher participant you may be eligible for vacancy payments for up to 7-days.

**For current, previous and new landlords, you will need to complete the Vacancy Payment / Damages Request form. After the MHA participant has moved into the unit and submit to Maribel Flores at Maribel.Flores@mesaaz.gov or fax (480) 644-2923. Payment will be processed and a check will be mailed to you directly.

The assistance is only for the City of Mesa voucher program participants and applicants.

*See form for required documents.

#4 Damages— assistance with damages to a unit that was leased to a voucher participant over and above the security deposit up to \$1,000 per unit.

You will need to complete the Vacancy Payment / Damages Request form. A copy of the current lease as well as a detailed list of the cost of damages, and a W9 will need to be submit to Maribel Flores at Maribel.Flores@mesaaz.gov or fax (480) 644-2923. Payment will be processed and a check will be mailed to you directly.

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