



MS-9870
 200 S Center St Building 1
 P.O. Box 1466
 Mesa, AZ 85211-1466
 Office (480) 644-3536
 Fax (480) 644-2923
 Lobby Hours: Monday-Thursday 7:00 a.m.-5:30 p.m., closed Friday

IHOM - Landlord Incentive Program Vacancy Payment / Damages Request form

Date of Request: _____
 Unit Address: _____ Mesa, AZ, 85_____
 Owner Name: _____
 Owner Address _____
 City: _____ State _____ Zip Code: _____
 Owner Phone #: _____ Fax# _____ Email _____

Please indicate if you are requesting Vacancy Payments or Payment for Damages.

- Vacancy payments:** Mesa Housing Authority will pay up to seven (7) days of vacancy payment up to \$500 (this is a pro-ration of your monthly rent per day up to 7 days). Based on the following options choose qualifying event.
- Leasing to another Housing Choice Voucher (HCV) participant after the move-out of a current HCV participant
 - For new Landlords or Former Landlords that have not been active in our program in the last 6 months and are willing to lease to an HCV participant.

Name of former tenant only if HCV participant: _____
 Name of new tenant - must be HCV Participant: _____
 Date New Tenant Moved-in: _____
 Dates unit has been vacant & are requesting: _____ to _____
 Monthly Rent charge to previous tenant: \$ _____
 Total vacancy rent you are requesting (monthly rent divided by # of days) : \$ _____ (up to 7 days of rent)

For vacancy payments include the following: W9 Form must be included Signed Lease

Damages: We can assist with the cost of damages to a unit that was previously leased by HCV Participant, must be over and above the security deposit- maximum of \$1000 per unit.

Must submit request withing 30 days of tenant moving out.

Name of Tenant(must be HCV Participant): _____
 Date Tenant Moved out: _____
 Amount of tenant caused damages: \$ _____
 Security Deposit paid by Tenant: \$ _____

Please include the following: Signed Lease Detailed list of cost of damages / estimates/ receipts
 W9 Form

Owner/Agent Signature _____ **and Date** _____

City of Mesa Housing will process requests for vacancy payments within (10) business days after request has been submitted.

For any questions, or to submit the paperwork contact Maribel.Flores@mesaaz.gov.

For accommodations, such as braille, large print, or translation, please contact City of Mesa Housing and Community Development at (480) 644-3536, or AzRelay 7-1-1 for those who are deaf or hard of hearing.
 Si necesita información en español por favor de llamar al 480-644-3536.

