

VACANCY PAYMENT CLAIM

*Please prepare a separate sheet for each vacant unit in the building within the development or scattered site.
Vacancy Claims may be submitted 60 days after move-out or occupancy of the unit, whichever comes first.
Vacancy Claims must be submitted to CHA no later than 90 days after move-out.*

Property Information:

Development Name:

Unit Address:

City: State: Zip Code:

Owner

Owner's Name:

Address: City, State and Zip Code

Contact Person Title

Telephone: Alt Telephone:

Fax Number: Email:

Vacancy Information:

UNIT NUMBER	MOVE OUT DATE	RENT READY DATE	NEW MOVE-IN DATE OR 60 DAYS AFTER MOVE-OUT MONTH	SECURITY DEPOSIT AMOUNT RECOUPED FOR VACANCY	CURRENT CONTRACT RENT

OWNER CERTIFICATION OF VACANCIES:

I hereby certify that, to the best of my knowledge: 1) the above unit has been vacant during the period indicated; 2) all payments received for this vacancy are listed on this form; 3) all feasible actions have been taken to minimize the likelihood and length of the vacancy including not rejecting any eligible applicants except for good cause acceptable to the CHA; and 4) additional information required by CHA to verify that the owner is entitled to the vacancy payment is attached

Print Name: Title

Signature: Company:

Telephone: Fax:

Email: Date:

Note: Owner retains HAP through the end of the month that the tenant moved out and is eligible for up to 2 months Contract rent for the vacancy. Vacancy loss may be claimed from the date the unit is ready to re-rent, but no earlier than the first day of the month following the tenant move-out.

Please email Vacancy Claim form to PRA email address at PRA@thecha.org. Indicate "VACANCY CLAIM REQUEST" in the subject line.

- For Office Use Only -

Vacancy Report Form Received	<input type="checkbox"/>	Vacancy Claim Form Received	<input type="checkbox"/>
Payment Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total Amount Due	<input type="text"/>
Vendor ID #	<input type="text"/>	Property ID#	<input type="text"/>
		Approved by:	<input type="text"/>