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 Para adquirir la versión traducida, por favor comuníquese al 312-935-2600.

VACANCY PAYMENT REQUEST

If you need this document in a different language or **LARGER FONT** or if you need a reasonable accommodation (persons with disabilities), please call 312-935-2600 or TTY: 312-461-0079. Advance notice of seven days is required in order to arrange for interpreter services.

Please prepare a separate request for each qualifying unit and submit it via email to ownerinfo@thecha.org.
Note: Requests must be submitted to CHA no later than 180 days after the participant has moved out of the unit.

Property Information:

Address: _____ Unit #: _____
 City: _____ State: _____ ZIP Code: _____

Property Owner Information:

Property Owner Name: _____ Vendor #: _____
 Address: _____ Unit #: _____
 City: _____ State: _____ ZIP Code: _____
 Contact Person: _____ Title: _____
 Contact Phone #: _____ Email Address: _____

Vacancy Information:

Unit ID	Previous HAP Amount	Move-Out Date	Rent-Ready Date	New Move-In Date

Participant Information:

Previous Participant Name: _____ Voucher #: _____
 New Participant Name: _____ Voucher #: _____

Property Owner Certification of Vacancy:

I hereby certify that, to the best of my knowledge: 1) the above unit has been vacant during the period indicated; 2) 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 CHA; and 3) the above unit has passed its last two consecutive Housing Quality Standards (HQS) inspections (initial/regular) on the first attempt.

Name (Print)

Signature

Title

Date

Rev. 01042019, Eff. 01072019, CHA-0190: Other Owner Docs

CHA HOUSING CHOICE VOUCHER PROGRAM OFFICE LOCATIONS

- | | | |
|---|--|--|
| <input type="checkbox"/> Central Office
60 E. Van Buren Street, Chicago, IL 60605
CHA Customer Call Center / TTY
312-935-2600 / 312-461-0079 | <input type="checkbox"/> South Office
10 W. 35th Street, Chicago, IL 60616
Web
www.thecha.org/hcv | <input type="checkbox"/> West Office
2750 W. Roosevelt Road, Chicago, IL 60608
Email
hcv@thecha.org |
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