



Landlord Contingency Fund Guidelines

The Landlord Contingency Fund is available to landlords who rent to families and individuals experiencing homelessness through the San Diego Housing Commission's (SDHC) Landlord Engagement and Assistance Program (LEAP), effective July 1, 2017. The Fund provides landlords with financial coverage if the tenant vacates the unit within twenty-four months from the move-in date noted on the Lease/Rental Agreement and leaves unpaid rent or damages. The Fund can reimburse for a maximum of \$5,000.00 per lease agreement for the following activities:

- Tenant-caused damages in excess of normal wear and tear that exceed security deposits.
- Eviction-related court costs for the tenant placed in the unit through LEAP.
- Unpaid rent

Filing a Claim:

- A. Landlords must file the claim within 30 days from the date the landlord takes back possession of the unit from the tenant.
- B. Maximum amount of Landlord Contingency Fund reimbursement per lease agreement is \$5,000.00.
- C. The landlord must submit:
 - a. *Landlord Contingency Fund Claim Form* - Contact the Landlord Engagement and Assistance Program at the email address or phone number below for a copy of the form.
 - b. Appropriate documentation to support the claim, including, but not limited to:
 - i. Move-in/Out Condition Report (required if requesting reimbursement for damages)
 - ii. Receipts or invoices for any repairs (required if requesting reimbursement for damages and invoices must show proof of payment)
 - iii. Written Accounting Statement reflecting tenant-owed expenses
 - iv. Documentation of non-payment of rent (72-hour notices, tenant ledger, etc.)
 - v. Invoice for any eviction related court costs (invoice must show proof of payment)
- D. Landlords must deduct any applicable payments, security deposit, fees (including lease break fees), or pre-paid rent collected from the Tenant.
- E. SDHC will verify the claim and may request additional documents to support the claim. Landlord must submit additional documents within 14 business days. SDHC reserves the right to perform an inspection of the unit. Inaccurate or falsified information will be grounds for denial of a Landlord Contingency Fund claim.
- F. SDHC will issue a *Claim Approval Letter* and Landlord Contingency Fund payment, or a *Claim Denial Letter*.
- G. The Landlord Contingency Fund will not reimburse for tools needed to repair damages, landlord's personal time to repair damages or other activities related to the claim, items allegedly stolen, or damages not represented in the move-in/out condition report.



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Other Important Information

The Landlord Contingency Fund is administered by the San Diego Housing Commission. This resource has been made possible through a partnership with the City of San Diego and the San Diego Housing Commission. The Landlord Contingency Fund is not a substitute for screening rental applications.

In order to be eligible for reimbursement under the Landlord Contingency Fund, participating landlords must submit a signed Landlord Partnership Agreement.

For shared housing opportunities where landlords are renting individual bedrooms to more than one individual through the Landlord Engagement and Assistance Program : In order to be eligible for reimbursement under the Landlord Contingency Fund, the San Diego Housing Commission must have the signed Landlord Partnership Agreement and the lease agreement must clearly identify which tenant is living in which bedroom within the property.

The Landlord Contingency Fund cannot pay rent or fees to *keep* the tenant in housing.

Landlord Contingency Fund communication should be directed to:

Email: HousingFirstSanDiego@sdhc.org

Phone: 619.578.7768

Fax: 619.578.7334