



# HAYC Landlord Assurance Program

## Landlord Information

Note: The covered unit must be located in Yamhill County and a participating tenant must have current Ready to Rent<sup>®</sup> Certificate (graduated within the last 18 months) at lease up in order for the landlord to be eligible for the Landlord Assurance coverage. The Assurance program expires 365 days from the move-in date specified on the rental agreement.

### Landlord Assurance Program Guidelines

- ❶ The tenant's annual income must be 60 percent or less of local median income for household size as provided by Oregon Housing & Community Services for HOME projects (see attached).
- ❷ Maximum amount of Rent Guarantee Coverage per guarantee is \$1,500.
- ❸ The landlord must operate rental housing (apartments, studios, duplexes, houses, SRO's). The Assurance program is not for shared housing with the property owner or a sublet.
- ❹ Assurance program terms are effective for a maximum of 365 days from the move-in date on the Rental Agreement. The expiration date will be set by HAYC.
- ❺ The Landlord Assurance program is not a substitute for screening rental applications. The Landlord Assurance funds cannot pay rent or fees to keep a tenant in a unit. It is the responsibility of the landlord to verify the applicant has sufficient income to pay the rent.
- ❻ In the event the tenant moves out when the Landlord Assurance program is in place, the Landlord may file a claim for reimbursement of unpaid rent and damages, in excess of normal wear and tear.
- ❼ The landlord may make a claim for one-month's unpaid rent and allowable repairs; total reimbursement not to exceed \$1,500. Landlord must first deduct any applicable payments, deposits or fees collected from the tenant. Upon request, the landlord must provide to HAYC proof that they have deducted from the total claim any deposits, fees or pre-paid rent. Landlords may request Claim Forms from HAYC by contacting the office or downloading the form from the HAYC website <http://www.hayc.org>.
- ❽ The Landlord must provide HAYC with a copy of the Move-Out Checklist documenting the condition of the unit at time of move-out.
- ❾ HAYC must be allowed to inspect residences covered by the Landlord Assurance program, if deemed necessary. This may include an inspection prior to the being of the program issued by HAYC. Inaccurate or falsified information will be grounds for denial of the Landlord Assurance program claim.
- ❿ The Landlord Assurance does not apply to unpaid rent or "buy-out" costs resulting entirely from the tenant moving out of the unit before the end of a fixed lease period.

## Steps to Securing the Landlord Assurance Program

### *Landlord Responsibilities:*

- ① Landlord provides the following documents to HAYC within two weeks of the tenant taking possession of the unit (move-in date noted on rental agreement):
  - ▶ A complete move-in condition report signed by **both** the Landlord and the Tenant.
  - ▶ A copy of the rental/lease agreement
  - ▶ A complete and signed Landlord Assurance Program Enrollment form (Landlords may request an enrollment form by contacting the office or downloading the form from the HAYC website <http://www.hayc.org>)Landlord verifies that the tenant's household income is at 60 percent or less of local median income for household size as provided by Oregon Housing & Community Services website;  
[http://www.oregon.gov/ohcs/APMD/HPM/docs/2013/Yamhill\\_2013HOME\\_Limits.pdf](http://www.oregon.gov/ohcs/APMD/HPM/docs/2013/Yamhill_2013HOME_Limits.pdf)

### *HAYC Responsibilities:*

- ① HAYC reviews the enrollment documentation and mails an enrollment confirmation letter to the landlord and the tenant issuing the Assurance.

## Steps to Securing a Claim

### *Landlord Responsibilities:*

- ① Landlord provide a completed Landlord Assurance Program Claim Form, along with a written Accounting Statement (itemized list of all charges and their purposes), a move out checklist/condition of premises report and copy of move-in checklist signed by tenant. The claim documentation must be filed within 15 days from the date the Assurance expires and /or the date the landlord takes back possession of the unit from the tenant, whichever occurs first. Landlords may request Claim Forms from HAYC by contacting the office or downloading the form from the HAYC website <http://www.hayc.org>.

### *HAYC Responsibilities:*

- ① HAYC reviews claim documentation upon receipt and makes a determination on the claim. HAYC reserves the right to additional documents to a support claim.
- ② If necessary, HAYC may perform a damage inspection of the unit.
- ③ Upon Oregon Housing and Community Services' approval of the claim, HAYC will request payment and issue check to the landlord.

## Eligible Reimbursable Costs

- ① HAYC's Landlord Assurance Program fund reimburses up to \$1,500 for the following expenses.
  - ▶ Damages in excess of normal wear and tear to the unit and exceeds the security deposit.
  - ▶ The equivalent of one month's non-payment of rent if tenant does not vacate the unit in good standing.
  - ▶ Court costs and attorney fees, where necessary, to terminate a tenancy and remove a participant for nonpayment of rent or for other serious and repeated violations of the lease or state law. Landlords seeking reimbursement under this provision must provide evidence that they took reasonable steps to avoid eviction and that a FED proceeding was necessary to avoid greater financial hardship to the landlord.