



Owner Assurance Program Claim Form

The Owner Assurance Program may reimburse property owners up to \$5,000 for eligible expenses that exceed the collected security deposit. This form is provided to claim reimbursement. This form and all required documentation must be submitted within **sixty (60) days** of the tenant's vacate date to be valid. Please read each section carefully to ensure that you have included all the appropriate documents. Owners may submit no more than one claim per tenancy.

Tenant & Unit Information

Tenant Name: _____

Address of Unit: _____

Move-In Date: _____

Vacate Date: _____

Monthly Rent: _____

Security Deposit: _____

Owner Information

Owner Name: _____ Phone: _____

Owner Address: _____

Owner Email: _____

Eligible Circumstances

Claims can be requested in the following circumstances:

- Tenant vacated the unit with damages
- Tenant vacated the unit with an unpaid rent and/or utility balance owed to the owner
- Owner paid legal fees associated with lease termination due to lease violations
- Owner experienced vacancy loss due to lease termination

Owner Must Provide:

- Copy of the itemized statement delivered to the tenant, or the tenant’s last known address, listing the deductions from the security deposit and the reasons for the deductions
- Verification that the owner attempted to collect damage expenses and/or unpaid balances exceeding the collected security deposit from the tenant, and allowed reasonable time (up to but no more than 60 days) for payment by the tenant, before submitting this form to the Housing Authority of the County of Santa Cruz (HACSC)
- Supporting documentation as described in each section

Please note the following:

- Failure to provide the required documents to HACSC may result in denial of claim.
- Failure to allow reasonable time for payment by the tenant for expenses exceeding the security deposit may result in denial of claim.
- This form and supporting documentation must be submitted within sixty (60) days of the tenant’s vacate date.

Expenses Included in Claim

Tenant-caused damage

Eligible expenses include:

- Post-tax cost of materials necessary to repair the unit for damages caused by the tenant beyond normal wear and tear
- Cost of labor performed by an independent contractor to repair the unit for damages caused by the tenant beyond normal wear and tear

Summary of damages: _____

Full cost of damage repairs: (do not deduct security deposit): _____

The following supporting documentation is **required** to claim reimbursement for damages:

- Evidence of tenant caused damages (e.g., dated photographs of move out condition)
- Paid receipts for materials necessary to repair the unit (if claiming)
- Paid receipts and/or paid invoices from independent contractor(s) that completed necessary repairs (if claiming)

Unpaid rent and/or utility balance

Eligible expenses include:

- Up to four months' unpaid rent balance
- Up to four months' late fees (late fees can only be claimed if they were required by the lease agreement)
- Up to four months' unpaid tenant-paid utility balances for which the tenant was responsible

Months of unpaid rent: _____

Months of unpaid utility balance: _____

Full cost of unpaid balances & fees (do not deduct security deposit): _____

The following supporting documentation is **required** to claim reimbursement for unpaid balances and fees:

- Evidence of unpaid balances (e.g., statement or ledger showing amount and periods for which rent and/or utilities were unpaid).

Legal fees

Eligible expenses include:

- Legal fees associated with lease termination for lease violations

Full cost of legal fees (do not deduct security deposit): _____

The following supporting documentation is **required** to claim reimbursement for legal fees:

- Paid receipts and/or paid invoices from legal counsel referencing the tenant and/or rental unit listed on this form (if claiming)
- Paid receipts from a court of law referencing the tenant and/or rental unit listed on this form (if claiming)

