

**Vacancy Payment Request Form**

*Instructions: For consideration of vacancy payment, please submit the information requested below not more than 60 days following the date the unit passes the UPCS\_V/HQS inspection. To avoid Duplication of Housing Assistance Payments, all approved vacancy payment requests are issued after the second calendar month following the unit(s) passed inspection*

Date of Request \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Unit Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tenant Name \_\_\_\_\_ Tenant ID # \_\_\_\_\_

Owner Name & Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner Phone # \_\_\_\_\_ Owner Fax # \_\_\_\_\_  
Owner E-mail \_\_\_\_\_

Move Out Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Initial Notification Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Agency/Person Notified \_\_\_\_\_

Reason for Move-Out\* \_\_\_\_\_  
\_\_\_\_\_

\*If eviction, please attach proof and formal documentation \_\_\_\_\_  
\_\_\_\_\_

Rent to Owner Received for Vacancy Period: \$ \_\_\_\_\_

Amounts Available from Security Deposit Retained by Owner\*\*: \$ \_\_\_\_\_

\*\*Amounts available from Security Deposit Retained by Owner refers to amounts available after unit repairs. \*\*

Owner/Agent Signature and Date\*\*\* \_\_\_\_\_

\*\*\*By signing the line above the Owner/Agent certifies that the vacancy is no fault of the Owner and that the unit was vacant during the period for which payment is claimed. The Owner/Agent also certifies that the Owner has taken every reasonable action to minimize the likelihood and length of vacancy.

1. Monthly Contract Rent	\$ _____	2. 80% of Monthly Contract Rent	\$ _____
3. # of Months Vacant	_____	4. Contract Rent for Vacancy Period	\$ _____
5. 80% of Contract Rent for Vacancy Period	\$ _____		
6. Contract Rent for Vacancy Period - (Security Deposit Retained + Rent Received by Owner)			\$ _____
7. Total Vacancy Payment Amount (lesser of items 5 and 6)			\$ _____
Period Covered	_____ / _____ / _____	to	_____ / _____ / _____
Authorized Signature	_____	Date:	_____ Approve <input type="checkbox"/> Deny <input type="checkbox"/>