



VACANCY PAYMENT INFORMATION SHEET

REQUESTING VACANCY PAYMENT INSTRUCTIONS

1. Notify BRHP in writing within 5 business days of receiving notice from tenant or having knowledge of any vacancy or expected vacancy.
2. Immediately make unit available for eligible families to lease.
3. Within 10 business days of the date the unit is re-leased, submit a completed and signed Vacancy Payment Request Form to BRHP by sending it via e-mail to bjefferson@brhp.org with the subject line reading "Vacancy Payment Request" and attaching all supporting documentation.

COMMONLY ASKED QUESTIONS REGARDING VACANCY PAYMENTS

Q. *Does an Owner still need to notify BRHP if the Tenant has already provided it with notice?*

- A. Owner must still promptly notify BRHP in writing within 5 business days of receiving notice from the Tenant or having knowledge of any vacancy or expected vacancy in contract unit. Failure to do so may result in Owner being determined ineligible to receive Vacancy Payment.

Q. *What If Owner has to make repairs or complete maintenance after the Tenant moves out of the unit?*

- A. Owner must make reasonable good faith efforts to minimize the likelihood and length of any vacancy. The amount of days in which the unit remains vacant for the purpose of making repairs and/or maintenance will not be included in the Vacancy Payment, if eligible.

Q. *May Owner keep the housing assistance payment ("HAP") for the calendar month in which the Tenant moves out ("Move-Out Month")?*

- A. Owner may keep the HAP for the Move-Out Month unless BRHP determines that the vacancy is the Owner's fault.

Q. *When and how do I request a Vacancy Payment?*

- A. Owner must send the completed Vacancy Payment Request Form ("Request") and supporting documentation within 10 business days of the date the unit is re-leased and no later than the last day of the third month following the Move-Out Month. No vacancy payment will be made if the unit remains vacant for a period of 120 days or more.

Q. *How is the vacancy period calculated?*

- A. The vacancy period extends from the beginning of the first calendar month after the Move-Out Month for a period not exceeding two full months following the Move-Out Month.

Q. *How is the Vacancy Payment calculated?*

- A. The Vacancy Payment to the Owner for each month of the maximum two-month period will be determined by BRHP and cannot exceed the monthly rent to Owner under the assisted lease, minus any portion of the rental payment received by the Owner (including amounts available from the Tenant's security deposit pursuant to the terms of the lease). Any Vacancy Payment may only cover the period the unit remains vacant.

Q. *How will I be notified if my Vacancy Payment request is approved?*

- A. A letter will be sent via e-mail to the Owner within 10 business days upon receipt of Request stating whether it is approved and, if so, the amount of the Vacancy Payment to be issued to Owner.

Q. *When can I expect to receive the Vacancy Payment if approved?*

- A. If BRHP determines that Owner is eligible for Vacancy Payment, a check run will be performed at the next available date after approval is given.