



The Delaware State Housing Authority has developed a Landlord Incentive Program to expand housing opportunities for Voucher Holders. The incentive program is aimed at:

- Attract, Recruit, & Retain Landlords in Kent and Sussex Counties
- Develop better relationships with Landlords and increase Landlord satisfaction
- Increase the number of units available for Voucher Holders to rent
- Increase the Lease-up success rates for vouchers issued
- Increase the over voucher utilization rate for Delaware State Housing Authority

The Section 8 HCV Program Incentives for Landlords include the following:

1. Signing Bonus for New Units under a HAP Contract

All Landlords who sign a Housing Assistance Payment Contract (HAP) for a new leased unit, are eligible for a \$1,000 Signing Bonus.

2. Security Deposit for a New Unit under a HAP Contract

Landlords are eligible for a *security deposit payment up to the first month's rent*. The Landlord must sign a Housing Assistance Payment (HAP) contract for a unit that is leased to a new voucher holder.

3. Damage Claim Payments

Landlords who provide proper documentation and proof of damages who re-lease to another voucher holder on the DSHA waiting list are eligible for Damage Payments. DSHA will reimburse the **Lessor of the cost of repairs OR (1) months contract rent (minus security deposit)**. **MUST** re-lease to a voucher holder to qualify!

4. Vacancy Payments

Landlords who provide proper documentation and who re-lease to another voucher holder on the DSHA waiting list are eligible for vacancy payments. DSHA will provide up to one month's contract rent. Project-based landlords may receive two additional payments. Must re-lease to a voucher holder to qualify!

Delaware State Housing Authority now has a Landlord Liaison available. The landlord liaison will provide personal and direct customer service to our valued landlord partners.

The above-mentioned Landlord Bonuses and Incentive Payments must meet the following criteria:

- The landlord must bring on a new unit that is not already on file with DSHA
- The landlord must sign a 12-month HAP contract to qualify for the Landlord Incentive Program.

***Please note: Transfer of current Section 8 HCV Participants are not eligible for application or security deposit assistance unless landlord is using a new unit not on file with DSHA. Incentives are based upon DSHA funding availability and subject to change or stop at the agency's discretion. ***

Landlords may contact our Landlord Liaison, Mrs. Crystal Sparks, by email at crystal.sparks@delaware.gov or by phone at (302) 739-7416 for more information.



Landlord Incentives

Signing Bonus

With the Signing Bonus Incentive, Delaware State Housing Authority (DSHA) offers compensation of \$1,000 to “new” landlords who have either: never participated or has not had an HCV tenant within the last 12 months in the unit in the Housing Choice Voucher (HCV) Program.

New landlords or those who have not had an HCV tenant in the past 12 months will be offered \$1,000 for participating in the HCV program. The incentive payment will be paid after the executed contract. Enjoy an additional \$500 incentive for each new unit you make available to HCV participants, up to a maximum of five (5) units.

Current landlords may add to your success by receiving \$500 for each new unit you bring into the HCV program, with a cap of five (5) units. The landlord must have units occupied by DSHA voucher participants under HAP contract.

Please note that to qualify for the Signing Bonus Incentive, rental rates must fall within DSHA payment standards. The rental unit must pass a Housing Quality Standards (HQS) inspection. Landlords must engage in a one-year lease with a new tenant and sign a Housing Assistance Payment (HAP) contract. The landlord must not have any open housing discrimination cases.

The Signing Bonus Incentive is also applicable to Emergency Housing Voucher and Mainstream Vouchers administered by DSHA, if it is permitted by the specific specialty voucher. Landlords will receive the bonus at or around the time of the first monthly payment.

Signing Bonus Incentive

Frequently Asked Questions

1. What is the maximum amount I can receive for the Signing Bonus? **For “new” Landlords, a maximum amount you can receive up to \$2250 (\$1000 for initial housing unit, \$250 for each additional (up to five (5) units)). For existing Landlords, a maximum amount you can receive up to \$2500 (\$500 for each new unit (up to five (5) units)).**
2. If I am an existing Landlord with DSHA, would I be able to receive the Signing Bonus? **Existing Landlords (those currently renting to a DSHA voucher holders) are eligible to receive \$500 for each new unit you bring into the HCV Program, with a cap of five (5) units.**
3. Will I receive \$1000 for each unit available to an HCV participant? **No, the Landlord will receive \$1000 for the initial housing unit and \$250 for each additional housing unit added, up to a maximum of five (5) units.**
4. If I was a previous Landlord with DSHA but do not currently house a tenant, can I qualify for the bonus? **Yes, Landlords that have not had an HCV tenant within the last 12 months in the unit for which the bonus is requested can qualify for the \$1000 “new” Landlord bonus.**

5. How do I qualify to receive the Signing Bonus? **The rental unit must pass a Housing Quality Standards (HQS) inspection, rental rates must fall within DSHA payment standards, and the Landlord must engage in a one-year lease with a new tenant and sign a Housing Assistance Program (HAP) contract. Also, the Landlord must not have any open housing discrimination cases.**

6. When will I receive the payment for the Signing Bonus? **The incentive payment will be paid after the executed Housing Assistance Payment Contract and at a time designated by DSHA (at or around the time of the monthly payment).**

7. Is there a certain rental rate needed to qualify for the Signing Bonus? **To qualify for the Signing Bonus Incentive, rental rates must fall within DSHA payment standards.**

8. What is the timeframe between a landlord being consider “new” and existing? **The Landlord must complete a one-year lease with a DSHA tenant to be considered an existing Landlord.**



Landlord Incentives

Security Deposit Assistance

With the Security Deposit Assistance Incentive, Delaware State Housing Authority (DSHA) provides a one-time assistance to voucher holders in need of security deposit assistance and are moving to sustainable housing. DSHA may pay the security deposit for first-time voucher holders who are searching for a new unit within DSHA's jurisdiction subject to the following:

1. The tenant requests assistance by Security Deposit Incentive Request Form
2. DSHA will pay the security deposit for the unit that the landlord lists on the *Claims & Application Form*.
3. The landlord should complete and sign the *Claims & Application Form* to request the funds, and a signed Housing Assistance Payment (HAP) contract.

The incentive payment will be paid directly to the landlord after the executed Housing Assistance Payment Contract with the first month's rent.

Families are not required to repay the funds to Delaware State Housing Authority, and if they move out of a unit with no payment owed, the landlord is required by Delaware law to return the security deposit within a reasonable time to the tenant.

This incentive does not apply to any Fair Market Units a landlord may own. The tenant must be a DSHA Voucher holder entering into a new lease agreement.

Please note that to qualify for the Security Deposit Incentive, rental rates must fall within DSHA payment standards.

The rental unit must pass a Housing Quality Standards (HQS) inspection.

Landlords must engage in a one-year lease with a new tenant and sign a Housing Assistance Payment (HAP) contract. The landlord must not have any open housing discrimination cases.

The Signing Bonus Incentive is also applicable to Emergency Housing Voucher and Mainstream Vouchers administered by DSHA, if it is permitted by the specific specialty voucher.

Landlords will receive the bonus at or around the time of the first monthly payment.

Security Deposit Incentive Frequently Asked Questions

1. Will the security deposit be given to the tenant to pay the Landlord or given to the Landlord directly? **The incentive will be paid directly to the Landlord after the executed Housing Assistance Payment Contract with the first month's rent.**
2. When the tenant moves out, should the security deposit be paid to the tenant or DSHA? **Families are not required to repay the funds to DSHA, and if they move out of the unit with no payment owed, the Landlord is required by Delaware Law to return the security deposit within reasonable time to the tenant.**
3. Can this incentive be used for Fair Market Units owned by a landlord? **This incentive does not apply to any Fair Market Units a landlord may own.**

4. Can an existing tenant request a Security Deposit Assistance if they are moving to a new unit? **No, DSHA may pay the security deposit for first-time voucher holders who are searching for a new unit within DSHA's jurisdiction.**

5. When will I receive the payment for the Security Deposit Assistance? **The incentive payment will be paid after the executed Housing Assistance Payment Contract and at a time designated by DSHA (at or around the time of the monthly payment).**

6. How would the Landlord qualify for the Security Deposit Assistance? **The rental unit must pass a Housing Quality Standards (HQS) inspection, rental rates must fall within DSHA payment standards, and the Landlord must engage in a one-year lease with a new tenant and sign a Housing Assistance Program (HAP) contract. Also, the Landlord must not have any open housing discrimination cases.**

7. Is there any paperwork the Landlord must complete to receive the Security Deposit Assistance? **The Landlord should complete and sign the Request and Acknowledgement of Security Deposit Form to request funds, and a signed Housing Assistance Payment (HAP) contract.**



Landlord Incentives

Damages Claims

With the Damages Claim Incentive, Delaware State Housing Authority (DSHA) offers compensation to landlords who provide proper documentation and proof of damages and lease to another voucher holder on the DSHA waiting list are eligible for Damage Payments. Lessor of the cost of repairs OR (2) months contract rent (minus security deposit).

MUST re-lease to a voucher holder to qualify

(1). To apply for reimbursement incentives through DSHA: (a) Landlord will submit the reimbursement forms with a copy of the move-in and move out inspection and satisfactory descriptions and documentation of damages, including pictures, of the damage claim to the Housing Subsidy Provider.

(2) Property Damage Claims: Complete property damage claims must include:

(a) A copy of the move-in inspection, documentation of the damages (photos, etc.) and either:

1) a written estimate of repairs by a 3rd party licensed contractor or qualified professional; AND

2) documentation of completed repairs performed by 3rd party licensed contractor or another qualified professional.

If the Landlord acts as contractor for repairs, DSHA will only reimburse for materials. LABOR charges will not be considered.

DSHA reimbursement based upon estimates will be limited to estimated costs submitted with documentation.

3) The Landlord/PMA must review the reimbursement application and conduct inspection of damages prior to submitting the reimbursement claim.

viii) The Housing Subsidy Provider must approve the Reimbursement Claim

Eligible Expenses - Damages may include but are not limited to:

i) Vandalism such as graffiti

ii) Wall gouges and holes

iii) Damages to doors and cabinets including their hardware

iv) Damage to carpet or other flooring (ex: carpet stains or burns, cracked tiles)

v) Broken windows, blinds or other window coverings,

vi) Repair or replacement of minor household fixtures such as, garbage disposal, toilet, sink and/or plumbing fixtures,

vii) Repair or replacement of lighting fixtures

viii) Reasonable maintenance or special cleaning related to household tenancy. This does not include the routine cleaning required to put the unit in a make-ready state

ix) If unit was leased as "furnished", reasonable repair or replacement of damaged furniture or other appliances provided in lease may be included. Furnishings must be listed in the lease or move-in checklist.

(1) If lease provides a replacement cost schedule for provided furnishings or provided items, reimbursement will be limited to replacement cost schedule amounts.

(2) DSHA will not pay costs associated with biohazard cleaning, removal of remains, or funerary expenses associated with the death of a participant.

5) Reimbursement will NOT cover normal "wear and tear", standard maintenance, or routine work performed in turning over units defined as repairs related to the

natural and gradual deterioration that occurs when rental property is used as a residence.

a) Reimbursement will NOT cover bed bug treatments.

Damage Claims Frequently Asked Questions

1. Do I have to re-lease to a DSHA Voucher Holder to receive these incentives? **Yes, landlord MUST re-lease to a voucher holder to qualify.**

2. Is there a maximum amount that I can request for reimbursement of damages? **Lessor of the cost of repairs OR (1) months contract rent (minus security deposits).**

3. Is there a timeframe for a request to apply for reimbursement? **The timeframe is depended upon the completion of all required documentation for application.**

4. If I am the person fixing the damages, are receipts needed with the request? **If you are the person fixing the damages, DSHA will only pay for the materials needed to do the work.**

5. What is needed when I apply for the damage reimbursement incentives? **Landlord will submit the reimbursement forms with a copy of the move-in and move out inspections and satisfactory descriptions and documentation of the damages (including pictures).**

6. If a tenant's unit has a bed bug infestation, will the cost of treatment be reimbursed? **Reimbursement will NOT cover bed bug treatments.**

7. If the unit is furnished, can I be reimbursed for the replacement of the furniture? **Yes, reasonable repair or replacement of damaged furniture or other appliances provided in the lease may be included.**

8. When will I get paid for the damage reimbursement? **Landlord will be paid upon completion of the required documents and on a schedule that is determined by DSHA.**



Landlord Incentives

Vacancy Loss

With the Vacancy Loss Incentive, Delaware State Housing Authority (DSHA) offers compensation up to one month's rent for landlords whose property was previously occupied by an HCV participant and is now rented to a new HCV participant.

The payment amount will match the contract rent paid by previous HCV tenant and will only be issued upon completion of a new HAP contract.

If the property remains vacant for less than one month, the vacancy loss payment will be adjusted on a prorated basis according to the number of vacant days.

Please note that the Vacancy Loss Program is not applicable to Project-Based Vouchers, Mod Rehabs, or any other program that already covers vacancy loss.

Furthermore, if a landlord received reimbursement for unpaid rent or vacancy from another source, such as security deposit, the reimbursed amount will be deducted from the total vacancy loss payment provided by DSHA.

The Vacancy Loss Incentive is also applicable to Emergency Housing Voucher and Mainstream Vouchers administered by DSHA, if it is permitted by the specific specialty voucher.

Vacancy Loss

FAQ's

1. Will the vacancy loss cover more than 1 month? **No, the vacancy loss payment will cover up to 30 days/1 month.**
2. How will I know if I am eligible for the vacancy loss payment? **The landlord must submit a vacancy loss form and provide proper documentation that the new tenant is an HCV holder.**



**MTW Landlord Incentive Program
CLAIMS & APPLICATION FORM**

This form provides The Delaware State Housing Authority (DSHA) with the information needed to determine eligibility for incentives under the Landlord Incentive Program. DSHA shall certify whether the information provided is accurate and correct. Disbursement of any payment made under this program is subject to the availability of funding.

01. RENTAL UNIT INFORMATION			
Current/Previous Tenant (Full Name):			
Address:		Apt/Rm/Ste No:	
City:	State: HI	ZIP Code:	
Number of Bedrooms:		Monthly Rent:	
Number of Bathrooms:		Security Deposit:	

02. PROPERTY OWNER INFORMATION			
Owner Name:			
Phone:		Email:	
Address:		Apt/Rm/Ste No:	
City:	State: HI	ZIP Code:	

03. PROPERTY MANAGER INFORMATION	<input type="checkbox"/> Check if a property manager is NOT used.
Company Name:	
Contact Person:	
Phone:	Email:

Address:		Apt/Rm/Ste No:
City:	State: HI	ZIP Code:

04. PAYEE INFORMATION

The DSHA shall NOT determine the payee of the qualifying landlord incentive(s). This decision is at the discretion of the property owner and the landlord/property manager. DSHA shall disburse an incentive payment in accordance with the parties' mutual agreement.

Select the payee for the incentive payment (check one box only):

- Property Owner
- Landlord / Property Manager

Payee's Tax Identification Number (TIN):

05. PREVIOUS SECTION 8 TENANT (if applicable)

Head of Household (Full Name):

Phone:

Email:

06. TENANT CAUSED DAMAGES

Tenant Caused Damages Reimbursement – DSHA will pay eligible damage expenses which total the lesser of the actual costs to repair the damages less the tenant security deposit not otherwise applied to other charges, or one (1) month contract rent. Normal 'wear and tear' is not an allowable expense.

Description of damages:	
Security Deposit:	
Total Amount of Tenant Caused Damages: <i>(do not deduct security deposit)</i>	

06. TENANT CAUSED DAMAGES (cont.)
<p>Attach the following¹:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verification of initial security deposit received, including an itemized list of deductions of costs for previous repairs, if any. <input type="checkbox"/> Complete itemized list of damages with receipts, invoices, or other documentation showing the nature, extent, and cost of repairs. <input type="checkbox"/> Evidence that tenant caused damages – including time-dated photographs of move-in/move-out conditions and move-in/move-out inspection checklists. <input type="checkbox"/> Court-ordered decision finding tenant responsible for unit damage, if applicable. <p><i>Note: A owner/landlord performing repairs themselves shall only be reimbursed for materials used.</i></p>

07. RECRUITMENT INCENTIVES

Note: Select ONE incentive only

Signing Bonus Payment – For a new owner/landlord who is initially participating in the HCV program or has not participated in the HCV program within the past three (3) years. The incentive payment will be the lesser of one (1) month’s contract rent or \$1,000.00 and will be paid upon execution of a Housing Assistance Payment Contract. The one-time incentive will be paid directly to the new Owner and not to the Landlord or Property Management.

Signing Bonus - Payment reimbursement of new units by current HCV landlords. The incentive payment will be equal to one (1) month’s contract rent and will be paid upon execution of a Housing Assistance Payment Contract with a maximum of five (5) Units.

Security deposit - Payment of security deposit for new units lease by the landlord- The incentive payment will be equal to (1) month’s contract rent and will be paid upon execution of a Housing Assistance Payment Contract.

08. DISCLOSURES AND CERTIFICATIONS

Damage Claims (if applicable)

I understand that the Tenant Caused Damages Reimbursement Incentive shall only approve payments for unreimbursed expenses. If reimbursed by an insurance company, the tenant, or any other source, I will reimburse DSHA.

Certification

By signing this form, I certify that all the information provided above is true, correct, and complete to the best of my knowledge and will be relied upon for purposes of determining eligibility for the landlord incentive programs. Any misstatement or false statement may result in denial/loss of reimbursement. In addition, I understand that any misrepresentation in my statements may be considered to be fraud. Warning: Title 18 Section 1001 of the United States Code states that any person would be guilty of a felony for knowingly and willingly making false or fraudulent statements to any Department or Agency of the United States.

PROPERTY OWNER (OR AUTHORIZED REPRESENTATIVE)

X

Date:

Print Name:

**Submit completed Claims Forms to
 DSHA, 500 W Lookerman Street Suite 100,
 Dover DE 19904**

For DSHA Administrative Purposes Only	Total Balance Due:	
Claim ID No.		
TIN/SSN Ending in: _____ DSHA Rep. _____ Date: _____		DSHA ___ Approved or ___ Denied <i>If approved, attach check request and forward to DSHA Accounting Dept. If denied, state ineligible reason:</i>