

Landlord Damage Reimbursement Program

This packet is intended to assist you in making this a positive renting experience for both you and your tenant. As a helping agency we'd like to thank you for working with our participants and providing someone a home. Housing stability is so important in our community. We also believe our partnership with you is important, we want to empower you to follow best landlord practices and set yourself up for successful upkeep of your property.

We are here to help:

There is a reimbursement program if there are any damages to the unit while we are assisting the tenant. The program will reimburse you up to \$2500 if the damages exceed the deposit.

Requirements:

- Unit must be in Dubuque County.
- Lease must be on or after 4/1/2021.
- Damages must exceed paid deposit (*if insurance is collected for any damages on this unit, you must provide proof, so there is no duplication*)
- Landlord must submit a claim within 30 days of program assistance ending, exception is deposit assistance only by CC, where they could submit within 30 days after the 60-120 day recheck.
- Landlord must be able to submit a detailed move-in inspection video or pictures.
- Landlord must be able to submit a 60-120 day recheck inspection report, included in this packet.
- Assisting Agency (City of Dubuque Voucher Programs, Hawkeye Area Community Action Program HOME TBRA, Community Solutions of Eastern Iowa Rapid Rehousing, and Catholic Charities Deposit Assistance) must be able to submit documented efforts of remediation if damages were found at 60-120 day recheck.
- Landlord must provide proof of deposit amount.
- Landlord will submit a copy of the deposit withholding statement that was provided to the tenant.
- Landlord will submit all damage repair receipts.
- Personal Landlord labor will not be covered, but if a contractor is hired the program will consider that with appropriate documentation.

Here is how the process works:

1. Lease up the tenant with a detailed checklist and pictures or video of the move in conditions.
2. Between 60-120 days notify tenant 24 hours in advance of the re-check walk through inspection. An example is included in this packet.
3. If damages are found work with the assisting agency to remediate any issues occurring.
4. If damages are found in excess and the program ends and eviction is evitable, you will need to make a request online to the H&CD Department for a move out inspection. This is considered Phase 1 – you will be required to supply:
 - a. Copy of lease.
 - b. Proof of Deposit
 - c. Move-in pictures of videos.
 - d. 60-120 recheck inspection checklist.
5. Staff will review your request and call you with a time and date, don't make any repairs until an inspector gives you the go ahead.

6. Begin making repairs, once you've assessed the amount, provide the tenant a deposit withholding statement.
7. Hang on to all your receipts!
8. Once you've completed your repairs, complete Phase 2 of the application process for the reimbursement. Phase 2—you will be required to supply:
 - a. Deposit Withholding Statement you provided to the tenant.
 - b. All receipts associated with the repairs.
9. We will review and calculate your reimbursement, by adding all receipts less the amount of deposit. Should you receive any insurance on the damages, we kindly ask that you disclose those. If, you have never received a payment for the City of Dubuque before you will be asked to supply a vendor set up form and a W-9.
10. You will then receive a reimbursement up to \$2500.

Other Important Information:

- If the damages are criminally negligent, the damages reimbursement cannot expect an application and ask that you report and file any complaints with the local police department.
- Our goal is to keep people housed in your unit and to also protect you as a landlord and partner, therefore we ask that remediation of any damages take place before you consider eviction.

Phase 1: Inspection Request—www.cityofdubuque.org/damageinspectionrequest

Phase 2: Damage Application—www.cityofdubuque.org/damagesapp

More Information can be found at: www.cityofdubuque.org/landlordincentives or by calling 563.580.8667

Sample 60-120 Days Occupied Rental Unit Inspection Checklist

DATE OF NOTICE OF INSPECTION:

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INSPECTION ITEMS - Specific Items to inspect for include but are not limited to:

- Smoke batteries
- Fire extinguishers
- Bugs/pests
- Water leaks and/or clogged drains (sink, toilet, faucet, roof)
- Water damage (walls, ceiling, floor)
- Running toilets
- Window/door seals
- Window screens
- Window treatments (blinds, curtains)
- Furnace filters
- Any appliances
- Overall cleanliness/condition of property

Also remember to check seasonal items such as making sure garden hoses are disconnected in winter and gutters are free from debris.

OVERALL CONDITION OF UNIT (select one)

- Satisfactory
- Marginal
- Not Satisfactory (damage exists or unclean)

DOCUMENT DAMAGES - If there are any damages or concerns that need to be addressed with the occupant, take photos or video to document the condition/damage.

NOTIFY OCCUPANT OF DAMAGE – Notice of any documented damages must be provided to the tenant and a plan of action must be established to correct damages.

NOTIFY ASSISTING AGENCY OF DAMAGES - Additionally, to qualify for damage reimbursement program, if damages are present at this inspection, the assisting agency must be notified of the damage and corrective action plan.

Signature of property owner or agent that performed inspection

Date

Occupant Signature

Date