



Enclosed please find a claim form for payment of unpaid rent, tenant damages, and/or vacancy loss. To ensure the timely processing of your claim, please review the following steps:

1. The owner is responsible to notify the tenant in writing of the pending claim (including an itemized listing of the damages and charges) within thirty (30) days of the tenant vacating the unit. A copy of this notification needs to be submitted to New Hampshire Housing prior to, or in conjunction with, the claim for payment. It is suggested that you send this notification to your tenant via certified mail specifying a date to contact you for payment. Please make sure to comply with all State Tenant/Landlord Laws.
2. The owner needs to first apply the maximum allowable security deposit (including interest) to any claim for unpaid rent or tenant damages before requesting payment from New Hampshire Housing. Please include with the damage claim a written move-out inspection noting all damages and receipts for all expenditures or an itemized list, including labor and material costs. Normal costs of turning over an apartment after a tenant vacates may not be included on a claim for tenant damages. The costs an owner incurs for the basic cleaning and repairing of such items necessary to make a unit ready for occupancy by the next tenant are part of the costs of doing business.
3. If you are submitting a claim for unpaid rent, please supply back-up for this, in the form of a ledger card and copies of any late rent notices. Owners will not be permitted to claim continued residence by the tenant when personal items are left in the unit.
4. If you are submitting a vacancy claim, please submit copies of the vacancy advertisement and invoices. The unit must be in decent, safe and sanitary condition and available for occupancy during the vacancy period in which the payments are claimed.
5. Sheriff or court fees cannot be included on the claim form.

Please remember claims can only be approved if received by New Hampshire Housing within 90 days of the tenant vacating the unit.