



Vacancies

1. Please notify New Hampshire Housing in writing immediately upon learning of any upcoming vacancies and remind your tenants that they are bound by Section 11 of their lease to give a 30-day written notice prior to move-out to you and the New Hampshire Housing. Failure to report the vacancy to New Hampshire Housing will result in our denying any vacancy payment. Tenants are not allowed to move from one unit to another without just cause and prior written approval from New Hampshire Housing.
2. All vacancies must be filled from our waiting list. We will refer applicants to you from that list. We suggest, however, that you also advertise for your units particularly if vacancies have been a problem. Any interested parties should be given an application so they may be placed on our waiting list.
3. Tenant selection is your responsibility; however, you must have valid reasons for denying an applicant admission. You must notify us of any denials and the reasons for rejections.
4. Tenants are not allowed to move into a unit until you have been notified that New Hampshire Housing has certified the prospective tenant's eligibility. If you allow an ineligible tenant to move in, you will not receive subsidy payments from New Hampshire Housing. A move-in/move-out inspection must also be completed.

Move-In/Move-Out Inspections

1. Move-in/Move-out inspections must be completed at the time of occupancy/vacancy for each tenant.
2. The move-in/move-out inspection must be completed before we will authorize a transfer move, or initial move into an apartment.
3. The tenant must sign the form and be given a copy for his/her records.
4. Annual inspections will continue to be made by New Hampshire Housing. All units must be maintained in a safe, decent and sanitary condition. Failure to do so could jeopardize further assistance on the units.

Security Deposits/Claims

1. Security deposits should be collected in an amount not to exceed one month's Total Tenant Payment or \$50.00, whichever is greater. The maximum amount you should collect is stated on the Security Deposit form.
2. It is strongly suggested that you collect the maximum amount of allowable Security Deposit to protect yourself in the event of a claim. The maximum amount figure will be deducted from New Hampshire Housing's liability when calculating claims.

NEW HAMPSHIRE HOUSING FINANCE AUTHORITY

32 Constitution Drive, Bedford, NH 03110
Mail: PO Box 5087, Manchester, NH 03108

603.472.8623
NHHFA.org



3. If your tenant vacates a unit owing back rent or for damages, you must attempt to collect directly from the tenant. It is your obligation 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. You must also adhere to any tenant/landlord laws.
4. It is suggested that you send this notification to your tenant via certified mail. It is also suggested that the tenant be given a deadline in which to contact you.
5. If the tenant fails to pay this amount owed, a claim may be submitted to New Hampshire Housing. Attach your billing statement and receipts of the actual costs along with the Move-in/Move-out Inspection to your claim form to submit for approval and payment.