



Landlord Claim Form

Thank you for your interest in the Landlord Collaboration Program and for renting to young people in your community. We look forward to hearing from you about your needs and quickly processing your claim. Please fill in the needed information below to the best of your abilities. If you have any questions, please reach out to Kelly Patterson at kpatterson@housingnm.org and (505) 767-2281. Please remember to also upload your W9, pictures of the damage, and receipts on this webpage.

Information Needed for Check Request Form

Property Name:

Property Address of Damaged Unit:

Landlord or Property Management Company Name (Any payment will be made out to this person/entity)

Address to send any payment:

Landlord or Property Management Company Phone:

Landlord or Property Management Company Email:

Information Regarding the Circumstance(s) Around the Claim

What type of claim are you submitting (check all that apply)

DAMAGE CLAIM

VACANCY LOSS

UPGRADES

FLEX FUNDS

FOR DAMAGE CLAIMS: Short description of events that resulted in damage (Ex. When tenant vacated the property, landlord found a broken window and two doors with damage.

Who is believed to have caused the damage to the rental unit?

Tenant

Acquaintance of Tenant

Other Person: *Please Specify*

Do you have any details about how the damage occurred? If so, please share.

What upgrades were necessary?

Information on the Amount of the Request

What is the amount of Security Deposit on this rental unit?

What is the total amount of damages or upgrades?

What is the amount over the Security Deposit that is being requested to cover damages?
(The tenant's Security Deposit must be used first to cover damages. These funds are intended to cover damages over and above the Security Deposit)

What was the contracted rent per month for this unit?

Has the tenant vacated the property, or do they still live in the rental unit?

Still Renting

Vacated the Rental Unit

You may qualify for a vacancy loss payment. To qualify, the rental unit must remain empty and not rent-ready for a minimum of 1 month, due to need repairs. Please answer the following:

Date rental unit vacated:

Expected date that the rental unit will be ready to rent again:

You may qualify for an inspection delay payment. To qualify, the delay must be more than five days. Was there a delay in the housing inspection that caused a vacancy lasting beyond 5 days?

Yes

No

If yes, please indicate the total number of days the unit remained vacant during the delay.

Date inspection requested:

Date inspection completed:

Thank you for taking the time to get us the information we need. We will get back to you soon with any additional questions and/or a decision on this claim.