



We know the way home.

Dear Sir/Madam,

As your tenant prepares to vacate your unit, please review the following recommendations to assist you during the move out process:

Once the move out notice has been received, we ask that you communicate with your tenant of any unpaid rent and/or unpaid tenant utilities to this date that need to be paid prior to move out.

Please keep in mind that per the Housing Assistance Payment (HAP) Contract, Housing Works will make housing assistance payments to the owner only while the family is residing in the contract unit under the term of the HAP contract. Once the HAP contract terminates upon move out, no further payments will be made. Please be sure to contact your tenant to provide them with their pro-rated tenant portion (if any) due for the month they will be moving out.

Housing Works suggest that you conduct an inspection on your unit once you have received your tenants move out notice. This may help you determine the current condition of the unit. We also recommend that you inspect the unit once the tenant moves out. If during either inspection you come across findings that would be considered damages beyond normal wear and tear, please feel free to send any relevant information to Housing Works.

Once the tenant moves out of the unit, we ask that you send us a copy of the final accounting. Please be sure to notify us immediately if there is unpaid rent, unpaid tenant utilities or if there are damages beyond normal wear in excess to the security deposit. As a landlord, please be sure to follow all the requirements set forth under the Oregon Tenant Landlord Laws. Should you have any questions regarding what actions you may take, feel free to visit <https://www.osbar.org/public/legalinfo/tenant.html> or call 503-620-0222 / 1-800-452-8260 for more information.

If you would like to apply for financial assistance with reimbursement for qualifying damages, the Housing Choice Landlord Guarantee Program is designed to provide some assistance. Please be sure to visit: <http://www.oregon.gov/ohcs/Pages/housing-choice-landlord-guarantee-assistance.aspx> for more information on how to apply for reimbursement and who you can contact to get started. Please be sure to review the factsheet as it will give you specific instructions on how to get started.


**PLEASE NOTE:** The Landlord Guarantee Program is not run by Housing Works. It is administered by Oregon Housing and Community Services (OHCS). If you have any questions about the program, please contact Ernest Kirchner, Program Analyst. He can be reached at [Ernest.Kirchner@oregon.gov](mailto:Ernest.Kirchner@oregon.gov) or 1-800-453-5511 (chose option 8).


If you have any further questions, please contact Housing Works at 541-923-1018. For individuals requiring telecommunication assistance, please call Qwest Center for Customers with Disabilities toll free at 1.800.224.1111.


Sincerely,

The Housing Choice Voucher Team

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 [www.housing-works.org](http://www.housing-works.org)