



SECURITY DEPOSIT REIMBURSEMENT PROGRAM

Information for Section 8 Housing Choice Voucher Clients

The Grand Rapids Housing Commission (GRHC) works with the Kent County Department of Human Services to provide security deposit assistance to Section 8 tenants. **FUNDS ARE LIMITED AND ASSISTANCE IS AWARDED ON A “FIRST COME, FIRST SERVED” BASIS.**

How the Security Deposit Program Helps You

- Provides assistance with the up-front costs of moving to a new home.
- The amount of your security deposit is limited to one month's rent.
- In the event your landlord makes a valid security deposit claim that exceeds the portion of the deposit you paid, repayment terms are based on your household's income.

Eligibility Requirements

In addition to participating in the GRHC's Section 8 Program, your household must:

- Be in good standing with the GRHC.
- Be in compliance with the Work First program of the Department of Human Services (DHS).
- Have income above the threshold that would qualify your household to receive State Emergency Relief (SER) assistance. Families with incomes within the SER guidelines will be referred to DHS for security deposit funds.
- Have exhausted all other possible resources for obtaining security deposit funds.
- Not have participated in the Security Deposit Reimbursement Program for a prior rental (participation in the program is limited to one time).

Step-by-Step Participation Guide

- You or your landlord submit the following completed forms to the GRHC:
 - The Request for Tenancy Approval (available online at www.grhousing.org).
 - The landlord's Security Deposit Reimbursement Program Promise of Payment (form available from your Section 8 Coordinator or online at www.grhousing.org).
 - Your Security Deposit Reimbursement Program Agreement on the reverse side of this information sheet. You agree to pay a portion (minimum \$100) of the security deposit.
- After the unit passes the GRHC's inspection and your lease has been signed, your landlord will provide the following forms to your GRHC Section 8 Coordinator:
 - Completed rental unit inventory checklist that includes your notes and signature. The checklist must be returned to the GRHC within seven days of you taking possession of the unit.
 - Copy of the signed lease agreement
- If your landlord makes a security deposit claim that exceeds your portion of the deposit, the GRHC will pay the difference up to \$300.
 - The GRHC will establish a repayment agreement with you. This requires 10% down with minimum payments of \$25 per month or more depending on your household income.
 - You must be current with repayments before you can complete your annual Section 8 certification.
 - Your account must be paid in full before you can move to another unit.



Security Deposit Reimbursement Program Agreement Between Section 8 Participants and the Grand Rapids Housing Commission

The Grand Rapids Housing Commission (GRHC) hereby agrees that it will reimburse _____ (owner) for rental unit location _____ in an amount not to exceed \$300 for unpaid rent or damages according to the Michigan Security Deposit Law during the term of residency of _____ (resident's name) excluding costs associated with normal wear and tear. The security deposit will be paid to the owner after the resident's portion has been applied to the claim and the Housing Commission has approved the claim.

The total security deposit is \$ _____

The resident's portion is (minimum \$100) \$ _____ GRHC's portion is \$ _____

Section 8 participants who are taking part in the Security Deposit Reimbursement Program must meet these requirements:

- Must be in compliance with the Work First program of the Department of Human Services (DHS).
- Must have income above the threshold that would qualify your household to receive State Emergency Relief (SER) assistance. Families with incomes within the SER guidelines will be referred to DHS for security deposit assistance.
- Must be in good standing with the Grand Rapids Housing Commission and have no outstanding repayment agreements.
- Must not have any other resources for obtaining security deposit funds.

If the owner makes a security deposit claim that exceeds the resident's portion of the deposit, the Housing Commission will pay the difference up to \$300 and will establish a repayment agreement with the resident. Repayment will require 10% down, with minimum payments of \$25 per month or more depending upon the resident's income. Repayment agreements must be up to date before the resident can recertify at his or her anniversary date and must be paid in full before the resident can move to another unit.

If the family is evicted from the unit due to unpaid rent or damages, the Housing Commission will terminate the family's participation in Section 8. Participation in the Security Deposit Reimbursement Program is restricted to one time only.

Section 8 Participant _____ Date signed _____

_____ Date signed _____

Carlos A. Sanchez
Executive Director, Grand Rapids Housing Commission



GRAND RAPIDS HOUSING COMMISSION



SECURITY DEPOSIT REIMBURSEMENT PROGRAM

Information for Rental Property Owners & Managers

The Grand Rapids Housing Commission (GRHC) works with the Kent County Department of Human Services to provide security deposit assistance to Section 8 tenants. **FUNDS ARE LIMITED AND ASSISTANCE IS AWARDED ON A “FIRST COME, FIRST SERVED” BASIS.**

How the Program Benefits You

- Removes a barrier to renting for many tenants.
- Maximizes the potential pool of qualified tenants in a competitive rental market without sacrificing the protection provided by a security deposit.

Security Deposit Program Participation and Claim Requirements

In order to participate in the program and submit a valid security deposit reimbursement claim, you must:

- Follow Michigan State Security Deposit Law.
- Limit the security deposit to one month's rent.
- Provide two copies of the rental inventory checklist to the tenant with the lease agreement.
- Use the inventory checklist as the basis of any claim.
- Supply the Grand Rapids Housing Commission with copies of all required resident notices.
- Notify the GRHC when the tenant moves out.
- Submit a copy of any court judgment received.
- Submit the claim within 30 days.

Step-by-Step Participation Guide

- Submit the following completed forms to the GRHC:
 - The Request for Tenancy Approval (available online at www.grhousing.org).
 - The Security Deposit Reimbursement Program Promise of Payment on the reverse side of this information sheet.
 - The tenant's Security Deposit Reimbursement Program Agreement (form available from the tenant's Section 8 Coordinator or online at www.grhousing.org). The tenant agrees to pay a portion (minimum \$100) of the security deposit.
- The GRHC agrees to assume responsibility for the remainder of the security deposit up to \$300 for unpaid rent or damages to the rented unit (excluding costs associated with normal wear and tear).
- Provide the tenant with a rental unit inventory checklist. The tenant completes and signs the checklist and returns it to you for signature.
Important: you must sign and return the checklist to the tenant's GRHC Section 8 Coordinator within seven days of the tenant taking possession of the unit.
- After the unit passes the GRHC's inspection and the lease is signed, return the following to the GRHC:
 - Completed rental unit inventory checklist
 - Copy of signed lease agreement
- If you make a security deposit claim that exceeds the resident's portion of the deposit, the GRHC will pay the difference up to \$300 and establish a repayment agreement with the resident (the repayment agreement is between the GRHC and the resident).
- A security deposit check will be issued to you after the GRHC approves the claim.



**Grand Rapids Housing Commission
Security Deposit Reimbursement Program
Promise of Payment**

The Grand Rapids Housing Commission (GRHC) hereby agrees that it will reimburse _____ (owner) of _____ (owner's address) for rental unit location _____ in an amount not to exceed \$300 for unpaid rent or damages according to the Michigan Security Deposit Law during the term of tenancy of _____ (resident's name) excluding costs associated with normal wear and tear. According to the Security Deposit Reimbursement Program rules, the Grand Rapids Housing Commission will pay the reimbursement upon resident move out and approval of claim. The security deposit reimbursement will be paid to the landlord after the resident's portion has been applied to the claim.

In order to submit a security deposit reimbursement claim, the owner must:

- Follow Michigan State Security Deposit Law.
- Limit the security deposit to one month's rent.
- Provide two copies of the rental inventory checklist to the resident at the onset of residency.
- Provide a completed, signed rental unit inventory checklist to the GRHC within 7 days of the tenant taking possession of the unit.
- Use the inventory checklist as the basis of any claim.
- Supply the Grand Rapids Housing Commission with copies of all required resident notices.
- Notify the Grand Rapids Housing Commission when the resident moves out.
- Submit any court judgement.
- Submit the claim within 30 days.

The security deposit reimbursement will be issued by check to the owner after the Grand Rapids Housing Commission approves the claim. If the owner makes a security deposit claim that exceeds the resident's portion, the Housing Commission will pay the difference up to \$300 and will establish a repayment agreement with the resident.

The total security deposit is \$ _____

The resident's portion \$ _____ GRHC's portion \$ _____

Owner _____ Date signed _____

_____ Date signed _____

Carlos A. Sanchez
Executive Director, Grand Rapids Housing Commission



GRAND RAPIDS HOUSING COMMISSION