The Housing Opportunities Collaborative (HOC), established by the Fairfax-Falls Church Partnership to Prevent and End Homelessness, offers the following services to property owners that house our clients:

* Ability to submit a claim of up to $2000 per unit to the Collaborative’s Risk Reduction Fund
  + Intended to supplement costs for damages and delinquent rent beyond the security deposit.
  + Maximum claim amount per unit is $2,000.
    - Claim payments are dependent upon HOC availability of funds at time of claim. Documentation of damage, expenses and/or rent due with claim form will be required to be provided at time of claim. Unit on-site review of damages may be requested by the HOC.
    - A move-in/ move-out document must be completed and signed by lessor and tenant
    - Pictures of unit at move in and move out is required.
    - Landlord must maintain move-in/move-out document and pictures.

* Access to the HOC staff to assist with crisis intervention, if needed.
  + Examples of crises include tenant behaviors that could potentially lead to legal eviction including overdue payment of rent, destruction of property, and valid neighbor complaints. Crisis intervention does not guarantee resolution of the complaint and intensity of follow-up will vary depending on the issue.
* Ability to list vacancy(s) county-wide to non-profit agencies searching for housing daily for individuals and families.

This agreement is specific to the tenant and unit leased. Agreement expires 2 years after original lease date or when tenant vacates unit if less than 2 years. Lease must be a minimum of 1 year to receive these services.

The move-in section of a move in/move-out(MI/MO) form documenting any unit damages must completed during move in and move out, dated, and signed by the tenant and landlord. The completed MI/MO form, pictures of the unit at move-in and move out will be required when making a claim. All requirements to submit a Risk Reduction Claim will be provided to the landlord after leasing up. HOC does not required a specific MI/MO. Form utilized must contain areas to document damage at Move-In and Move-out and both parties to sign at move-in/move out.

To obtain these services, input the information requested on page 2, sign this agreement, and e-mail the executed agreement and the entire lease to [HOC@Cornerstonesva.org](mailto:HOC@Cornerstonesva.org). Title the e-mail HOC Agreement. A HOC welcome letter will be sent to you to confirm receipt of the required documents.

Please provide the requested information on page 2.

Agency Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Name(s):

Property Address:

Security Deposit:

Landlord Name:

Landlord Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord may terminate this agreement at any time by notifying the HOC.

Executing this agreement is acceptance to receive services from the HOC and permits the HOC to maintain rental information and documents.

Landlord (please sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

If you have any questions or do not receive a welcome letter, contact John Bobby at 571-323-1408 or e-mail [John.Bobby@Cornerstonesva.org](mailto:John.Bobby@Cornerstonesva.org) .