

# Housing Opportunities Collaborative Private Landlord Services Agreement

The Housing Opportunities Collaborative (HOC), established by the Fairfax-Falls Church Partnership to Prevent and End Homelessness, offers the following services to private landlords 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 at time of move-in and move-out.
    - Pictures of unit at move in and move out is required.
    - Pictures of all damages claimed will be required to provide with claim.
    - Landlord must maintain move-in/move-out document and pictures.
    - HOC must be notified of possible claim within 5 business days of move-out date.
- 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 documented on this Agreement.** Agreement expires when tenant vacates unit. HOC must be notified of possible claim within 5 business days after move-out date. 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 be completed during move in, at 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



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when landlord informs HOC of potential claim. HOC does not require a specific MI/MO form. Form utilized must contain areas to document damage at Move-In and Move-out and both parties to sign demonstrating agreement at move-in/move out.  
To obtain these services, complete and sign this agreement. E-mail the completed agreement and executed 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.

Complete the following with information requested:

Agency Contact Name:(Name of agency representative)\_\_\_\_\_

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) .