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## Vacancy Payments

To encourage property owners to quickly re-lease their HQS-compliant units to HCV participants, the Chicago Housing Authority is offering vacancy payments for those that qualify.

While the amount of a vacancy payment varies based on the length of the vacancy, property owners are eligible for up to two (2) months of the previous tenant's Housing Assistance Payment (HAP).

### Qualification Criteria

To qualify for a vacancy payment, the unit must have passed its last inspection for the previous tenant, as well as the Initial (new move) inspection for the new tenant on the first attempt. These passed inspections must be at least 300 days apart.

**Note:** A passed complaint inspection or re-inspection will not count toward a "first attempt" pass.

Inspections where self-certifiable failed items are resolved and approved within 20 days and/or where the only fail items are the tenant's responsibility will count toward a "first attempt" pass.

**Note:** Initial (new move) inspections are not eligible for self-certification.

### Application Process

The Vacancy Payment Request form is available for download on the [HCV Owner Portal](#).

A separate request must be completed for each qualifying unit and submitted to CHA via 'email at [ownerinfo@thecha.org](mailto:ownerinfo@thecha.org) or through the Document Center on the HCV Owner Portal (under My Account' within the site menu).

The application window opens when the property owner submits a Request for Tenancy Approval (RTA) packet for a new tenant, no later than 90 days after the previous tenant has moved out of the qualified unit.

The application window closes 180 days after the previous tenant has moved out of the qualified unit.

#### Example of Application Window

Tenant A moves out of the unit on March 31.

The property owner has 90 days (until approximately June 29) to submit the RTA packet for Tenant B.

Once the RTA packet is submitted, the property owner must then submit the Vacancy Payment Request form before 180 days has passed (by approximately September 27).

## **Processing & Payment**

CHA will review the Vacancy Payment Request upon receipt, but cannot fully process the request until the new move is completed. Once the HAP Contract for the new move has been executed, the vacancy payment will be credited to the property owner at the next available check run.

## **Reasons for Denial**

Request for vacancy payments may be denied for the following reasons:

- The unit did not pass its last two (2) inspections on the first attempt.
- The new move was cancelled.
- The request was submitted outside of the submission window.