

# LANDLORD GUARANTEE

## READY TO RENT CLAIM FORM

**HAP GIVES TO LANDLORD**

**LANDLORD MAILES BACK TO HAP**

Please Include:  Written Accounting Statement  Move-Out Condition Report (if applicable)

Name of Landlord: \_\_\_\_\_

Mailing Address of Landlord: \_\_\_\_\_

Name of Tenant (Ready To Rent Participant): \_\_\_\_\_

Address of Unit Covered By Guarantee: \_\_\_\_\_

Date Landlord Received Possession of Unit: \_\_\_\_\_

Reason for Claim:

*Total* Amount of Charges: \$ \_\_\_\_\_

*Minus* Deposits, Payments or Fees Collected from Tenant: \$ \_\_\_\_\_

*Equals* Remaining Balance: \$ \_\_\_\_\_

Amount of Reimbursement Requested:

***I certify that this information is true and correct to the best of my knowledge.***

**Landlord Signature**

**Landlord Name**

**Date**

**IMPORTANT NOTE-In Order To Process Your Claim You MUST Enclose:**

- 1. An itemized list of all charges and their purposes**
- 2. A Move Out Checklist/Condition of Premises Report  
(if applicable / form available upon request)**

**Please mail all documents to:**

**Housing Authority of Portland**

**Attention: Megan Baker**

135 SW Ash St. Portland OR 97204