

# DC Landlord Partnership Fund

## Frequently Asked Questions for Landlords

(Updated November 3, 2021)

### How do I know if I am eligible to file a claim for reimbursement with the Landlord Partnership Fund (LPF)?

For a landlord to file a claim with the LPF, they must have registered their tenants with the LPF within thirty days of lease up. Registrations are valid if: 1) the unit is registered within thirty days of the start of the lease; 2) the unit is located in the District of Columbia; and 3) the tenant living in the unit receives rental assistance from one of the following DHS, TCP or American Rescue Plan Act of 2021 funded programs: Permanent Supportive Housing (PSH); Targeted Affordable Housing (TAH); or Rapid Re-Housing (RRH)/Family Rehousing and Stabilization Program (FRSP). Tenants leased through the Coordinated Assistance and Resources for Encampments pilot (CARE) program, which is an initiative under Homeward DC and the Emergency Housing Voucher program (EHV), an additional funding source for TAH, PSH and RRH subsidies, will maintain the same level of eligibility.

A landlord may only make a claim for damages or unpaid rent during the first two years of registered tenant's tenancy. A claim for unpaid rent can only be filed after a tenant has vacated the unit and this filing must occur within 60 days of that date. The reason the LPF does not consider claims for unpaid rent while the tenant is still living in the unit is because landlords are still able to redeem their unpaid rent through a variety of other sources, including the District's Emergency Rental Assistance Program (ERAP). The LPF is not a rental assistance program for tenants; it is a risk mitigation program for landlords. A landlord can apply for damages during a tenancy, and can apply multiple times, if they have not reached the \$2,500 maximum yet.

Landlord Activity	Due Date	Example with a March 1, 2019 lease up
<b>Register Tenant in LPF</b>	Within 30 days of lease up	The unit must be registered by the landlord in the LPF no later than March 31, 2019.  A unit must have been initially occupied by the tenant on or after January 1, 2018.
<b>File claim for damages to unit</b>	Anytime within tenancy or within 60 days of tenant vacating unit; no later than two years from tenant's lease up.	If tenant leases a units from March 1, 2019 through February 28, 2020, landlord can submit claim anytime during tenancy and no later than April 30, 2020.  Eligibility to file claim expires April 30, 2021.
<b>File claim for unpaid rent</b>	Within 60 days of tenant vacating unit; no later than two years from tenant's lease up.	If tenant vacates unit February 28, 2020, landlord can submit claim no later than April 30, 2020.

### How do I register and/or file a claim to the LPF?

Landlords may complete and submit registration applications online at <https://cnhed.org/wp-content/uploads/2021/11/CHED-Landlord-Partnership-Fund-Registration-Form-11.1.2021.pdf>. Registration applications are also available in each housing program's leasing packets.



Once landlords have registered their units in the Fund, they can file a claim using this form (<https://cnhed.org/wp-content/uploads/2021/11/CHED-Landlord-Partnership-Fund-Claim-Form-11.1.2021.pdf>). Any questions can be sent to [info@landlordpartnershipfund.org](mailto:info@landlordpartnershipfund.org).

#### What does the LPF cover under physical damages and rent claims?

Landlords may submit a physical damages claim or a rent claim that are demonstratively incurred during the first two (2) years of the term of the tenancy, if the damages are in excess of the tenant's security deposit.

**Physical damages claims** include damages caused by the tenant or the tenant's household or guests beyond ordinary wear and tear measured in the customary course of business. This can include things that the tenant intentionally damaged, damaged through negligence, or damaged by accident. The costs to remove property abandoned by the tenant is not included in the category of physical damages.

**Rent claims** include rent and other charges that are due but unpaid under any applicable lease pertaining to the tenancy as of the date the tenant vacates the unit.

#### What is the maximum amount I can claim from the LPF?

The maximum amount a landlord can claim depends on the DHS, TCP or ACT program that the tenant receives rental assistance from and the start date of the lease. For unpaid rent, the maximum amount that can be claimed is \$5,000 if the tenant is enrolled in RRH or FRSP or if the tenant was enrolled in PSH or TAH and had a lease between January 1, 2018 – June 30, 2019. For tenants enrolled in PSH or TAH with leases that began on July 1, 2019 or later, the maximum amount for unpaid rent is \$2,500. Reimbursement for damages to a property is capped at \$2,500, regardless of the DHS program and regardless of the lease date. However, a landlord can apply for damages multiple times during a tenancy, if they have not reached the \$2,500 maximum yet.

Here is a summary, including maximum amounts if submitting a claim for both damages and unpaid rent:

- **PSH or TAH leases that began January 1, 2018 – June 30, 2019:** the maximum amount of claims is limited to \$2,500 for physical damages, \$5,000 for rent claims, and \$5,000 for total rent and damages claims.
- **PSH or TAH leases that began July 1, 2019 or later:** claims are limited to \$2,500 for physical damages, \$2,500 for rent claims, and \$2,500 for total rent and damage claims.
- **RRH:** claims are limited to \$2,500 for physical damages, \$5,000 for rent claims, and \$5,000 for total rent and damages claims.

#### How should I apply the security deposit to my claim?

The LPF requires the landlord to apply the tenant's security deposit toward claimed expenses before the LPF will reimburse the difference. If the landlord does draw from the security deposit to cover damages or unpaid rent, they should submit a ledger or accounting to show how the security deposit has been applied and any remaining balance as of the date of the claim. Otherwise, the LPF will deduct the security deposit from the claim amount before processing.

A landlord may use a portion of the security deposit toward expenses that are covered by the lease but that are not covered by the LPF, such as cleaning a unit or dispossessing of abandoned property; the landlord should note such expenses in the ledger or accounting that they submit to the LPF.

#### Does the LPF cover unpaid rent after the rental assistance has expired?

Yes, but only after the tenant has vacated the unit, and only up to \$5,000 for RRH/FRSP and \$2,500 for PSH and TAH. The landlord does not need to bring suit against the tenant for nonpayment of rent to validate their unpaid rent claim to the LPF.

Does the LPF cover unpaid rent for months after the tenant has vacated the unit?

No, the LPF only covers unpaid rent for months that the tenant physically resided in the unit.

I have additional questions. Who do I ask?

Please email questions about the program to [info@dclandlordpartnershipfund.org](mailto:info@dclandlordpartnershipfund.org).