



THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF DENVER
DAMAGE CLAIM FORM

*****ONLY REASONABLE, USUAL AND CUSTOMARY CHARGES FOR SIMILAR REPAIRS AND CLEANING WILL BE REIMBURSED UNDER THIS CONTRACT.

TO MAKE A DAMAGE CLAIM THROUGH THE SECTION 8 OFFICE, THE OWNER SHALL:

- 1) REVIEW THE CONTRACT TO VERIFY THAT THE TENANT WAS LEASED UP BEFORE OCTOBER 1, 1995
- 2) IMMEDIATELY NOTIFY THE DENVER HOUSING AUTHORITY (DHA) WHEN THE FAMILY HAS MOVED FROM THE CONTRACT UNIT
- 3) ATTEMPT TO COLLECT PAYMENT FROM THE FAMILY: AN ITEMIZED LIST OF CHARGES AND REQUEST FOR PAYMENT MUST BE MAILED TO THE FAMILY'S LAST KNOWN ADDRESS. IF THE FAMILY FAILS TO SATISFY THE CLAIM, THE OWNER SHALL APPLY TO THE DHA FOR REIMBURSEMENT
- 4) SUBMIT TO DHA, WITHIN FORTY-FIVE (45) DAYS, WRITTEN DOCUMENTATION SUPPORTING THE CLAIM FOR REIMBURSEMENT, INCLUDING EVIDENCE OF ACTUAL COST OF THE REQUIRED REPAIRS (INVOICE COPIES, ITEMIZED LIST OF LABOR COSTS SIGNED BY THE PERSON PERFORMING THE LABOR) AND EVIDENCE OF BILLING TO AND NON-PAYMENT BY THE FAMILY.

OWNER SIGNATURE

DATE

FOR YOUR INFORMATION:

WHEN PAPERWORK IS SENT TO YOU, IT IS IMPORTANT THAT YOU RETURN IT TO OUR OFFICE, IN ORDER FOR YOU TO RECEIVE YOUR MONTHLY CHECK.

THE DHA IS LIMITED TO THE FOLLOWING DAMAGE CLAIM PAYMENTS:
VOUCHER LEASE: ONE (1) MONTH RENT, LESS THE DAMAGE DEPOSIT.