Leveraging Funds: Agencies are encouraged to work with landlords to contribute to expenses. Additionally, agencies must demonstrate that they are engaging other public and private resources to ensure that Housing Connections funds are used as efficiently as possible.

Landlord Engagement and Tenant Fees			
Eligible Expense	Description	Pre-Approved Payment Cap Per Unit	Supportive Documentation Requirements
Move-In Fees	Funds to incentivize landlords to rent to households experiencing homelessness and to allow for more leniency in criminal background checks and reduced screening.	• *Up to* $1,000 • Agencies must request authorization exceeding the pre-approved cap. Spending above the cap requires additional analysis and documentation by agencies.	• Signed Landlord Coupon with amount and landlord commitment to comply with program guidelines. • Receipt for fee payment • If expense is over the pre-approved cap, copy of the email request and NCCEH approval.
Unit Upfit Fees	Funds to pay for smaller repairs or upfits for the unit to meet HQS or habitability standards, so that a tenant can move into the unit.	• Up to $5,000 • Agencies are encouraged to have landlords contribute to upfit costs and utilize available community resources before spending Housing Connections funds • Agencies must request authorization exceeding the pre-approved cap. Spending above the cap requires additional analysis and documentation by agencies.	• Initial failed HQS/Habitability Inspection Report • Receipt of upfit/repair expense • Passed HQS/Habitability Inspection Report • Documentation of landlord and/or other community resources used. • If expense is over the pre-approved cap, copy of the emailed request and NCCEH approval.
Barrier Buster Fees	Supports quick placement of households by eliminating housing barriers such as pet deposits, utility/rental arrears, or other needs to make the unit accessible to the household.	• Up to $2,000 • Agencies must first utilize available community funding for arrears, administrative fees, and deposits before spending Housing Connections funds. • Agencies must request authorization exceeding the pre-approved cap. Spending above the cap requires additional analysis and documentation by agencies.	• Copy of payment of arrears, deposits, etc. • Documentation of other community resources used. • If expense is over the pre-approved cap, copy of the email request and NCCEH approval.

Unit Repair Fees	These fees can be used in circumstances where a quick response to minor damage by a tenant will keep the landlord relationship intact. Should supplement the use of rental deposit to cover damages, not replace it. Funds can be used while the tenant is still occupying the unit or after the tenant has left the unit.	- Up to $5,000 - Agencies must first request that landlords contribute to repair costs before offering Unit Repair Fees and verify there are no available community resources to pay for the unit repair before spending Housing Connections funds. - Agencies must request authorization exceeding the pre-approved cap. If fees exceed $1,000, landlord must demonstrate that rent deposit and insurance have been leveraged.	- Copy of HQS/Habitability Inspection showing no damages at move-in - Detailed invoice for expenses that includes amount covered by the rent deposit. - Copy of payment for portion of damages covered by Housing Connections funds - Documentation of landlord and/or other community resources used. - If expense is over the pre-approved cap, copy of the email request and NCCEH approval.
Housing Stability Bonuses	Bonuses are used to incentivize landlords to sign an annual lease renewal with a tenant.	- Up to $750 - Agencies must request authorization exceeding the pre-approved cap.	- Copy of the renewed lease. - Receipt for bonus payment. - If expense is over the pre-approved cap, copy of the email request and NCCEH approval.
Unit Hold Fee	The Unit hold fee is a monetary incentive designed to offset the financial burden to landlords of units sitting vacant and compensate for missed days of rental income. The incentive is a recognition that the inspection, administrative paperwork, and subsidy eligibility processes can slow the lease up process. To qualify for the Unit Hold Fee, the Landlord must commit to providing the HCI grantee agency with exclusive leasing access to the unit during the defined time frame and comply with program guidelines.	Landlords can receive up to 30 days (one month's rent) per vacant unit held, based on the number of bedrooms and fair market rent.	- Signed Landlord Coupon with amount and landlord commitment to comply with program guidelines. - Receipt for fee payment - Copy of dated HQS/Habitability Inspection and signed lease. The fee will cover the pro-rated rent amount from the date the unit passes inspection to the date the lease is executed, not to exceed 30 days. - If expense is over the pre-approved cap, copy of the email request and NCCEH approval.

Multi-unit Property referral fee	Funds to incentivize property owners, landlords and other real estate professionals to refer HCI to larger, multi-unit properties. The landlord referral—similar to a finder's fee--is a gift paid to a qualified person or entities that facilitates a deal between an HCI grantee agency and a new landlord that results in the lease up of 1-10 units. This fee is not a commission or service charge and cannot be paid to licensed individuals receiving commission or any other type of compensation in exchange for completing this service. The fee amount is determined by the number of units that result in an executed lease contract between the referred entity and HCI program participants. Units must be available for lease within 30 days of referral or within a reasonable, timeframe negotiated by the HCI grantee agency (e.g., a scenario in which 10 units are offered with some available within the 30 days but the rest requiring a little more time to upfit or turn over from prior renter).	1 unit - $500 (per) 3 units - $ 2000 5 units - $3000 7 units - $4000 10 units – 6,000	- Signed Landlord Coupon. - Copy of completed leases with new property units resulting from referral. - Receipt for fee payment