



Return of Deposit Notice

Dear Sir or Madam:

DHAP-Sandy provides monthly rent subsidies, security deposit assistance, and utility deposit assistance to assist eligible families displaced by Hurricane Sandy. Our records show that the assisted family living in the following unit was deemed eligible for and received security deposit assistance in the amount of \$_____.

Head of Household: _____
Unit address: _____

According to DHAP-Sandy policy, when the family’s DHAP-Sandy assistance is terminated, the owner must return the security deposit assistance (less any amounts the owner may withhold under the terms of the lease and state and local law) to the PHA. The owner must return any security deposit amount collected from the tenant (less any amounts the owner may withhold under the terms of the lease and state and local law) directly to the tenant. The owner must give the tenant and PHA a list of all items charged against the security deposit, and the amount of each item. Any amount charged by the owner must first be deducted from the tenant’s portion, if any, of the security deposit before it may be applied to the security deposit assistance provided by the PHA.

Because the family’s DHAP-Sandy assistance is terminated, you must refund the security deposit to the Housing Authority. Failure to return the security deposit to the Housing Authority within the timeframe and in the manner prescribed by law will result in further collections efforts by the Housing Authority and the U.S. Department of Housing and Urban Development.

Please return the security deposit to the following address:

PHA Name: _____
PHA Contact Person: _____
PHA Address: _____

Should you have any additional questions, please feel free to contact me at your earliest convenience.

Best Regards,

PHA Contact Person

cc: _____
Head of Household