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**RETURNED HAP PAYMENTS/REQUEST TO HOLD**

**\*\*\*PLEASE NOTE THAT HAP PAYMENTS WILL BE HELD NO LONGER THAN 90 DAYS.  
HAP PAYMENTS ON HOLD FOR MORE THAN 3 CONSECUTIVE MONTHS WILL BE  
RELEASED BEGINNING THE 4<sup>TH</sup> MONTH FOLLOWING THE REQUEST.\*\*\***

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Funds Returned:            Y or N

[If yes, Amount \$ \_\_\_\_\_ for Month(s) \_\_\_\_\_ ]

Payment Hold Requested:    Y or N

Reason for Hold:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Do Not Write Below This Line

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EFFECTIVE DATE CONTRACT PUT ON HOLD BY FINANCE: \_\_\_\_\_

AUTOMATIC RELEASE OF HAP DATE (90 DAYS): \_\_\_\_\_

Revised May 2018



**COMMITMENT ACCOUNTABILITY RESPECT EXCELLENCE SAFETY**