

Clark County Landlord Incentives Policy (Updated May 2025)

Clark County has elected to utilize funding for landlord incentives. **This policy should be followed by any permanent housing or homeless prevention program that does not allow its funding to be used for landlord incentives. This policy also applies to Family Unification Program (FUP) and Mainstream (MS) voucher holders. This policy does not apply to the Housing Choice Voucher (HCV) Program, at this time.**

Clark County will pay a signing bonus of \$500 for any unit leased to a permanent housing, PSH, or Homeless Prevention, FUP/MS housing partner, if the program participant household meets eligibility. The \$500 incentive is reasonable as a signing bonus to attract additional landlords to rent to households experiencing homelessness with various barriers in a tight housing market. Starting December 1, 2022, SNH CoC case managers, housing navigators, the LEAPS team, or any County funded partner trying to secure available units for eligible clients, may offer the landlord incentive bonus to a landlord or property manager. The bonus will be paid after the eligible client signs a lease on the unit and all appropriate forms are complete.

SHARED HOUSING: The landlord incentive will be paid out based on each lease signed. If a landlord agrees to a shared housing situation and separate leases are signed with program participants, the landlord may receive \$100 for each participant housed. (Example: if three program participants each sign a separate lease for a shared housing situation in a three-bedroom apartment, the landlord may receive \$300 in landlord incentives). **However, please note that the landlord incentives are capped at three times the rent charged for the entire unit, not the tenant portion of the rent.**

Process:

1. Determine if the household is eligible (experiencing homelessness or unstably housed and is being served by Clark County Social Service, DFS GAP Services, Operation Home! or a Continuum of Care funded program) at the time the landlord incentive would be used. Households that are already in a supportive housing program and moving to a new unit may take advantage of the landlord incentive.
2. Program will gather documentation of eligibility and the program supervisor should review and approve household eligibility. Documentation will be maintained in the files by the organization that will be providing rental assistance.
3. At lease signing, the case manager must fill out the Unit Signing Bonus Invoice and collect completed [W9](#), [ACH](#), and [Supplier](#) forms from the landlord (if the landlord is a new landlord) in order for Clark County to process the payment. The W9, Supplier, and ACH forms must be submitted with each invoice so if a landlord will be leasing more than one unit it is suggested that they keep a completed copy of each form on hand for future use.
4. Case manager's supervisor signs the Signing Bonus Invoice form.
5. Submit completed Signing Bonus Invoice, W9, Supplier, and ACH forms to LEAPS@ClarkCountyNV.gov upon completion of lease signing. **All forms must be sent in 1 email to LEAPS within 30 days of the lease being signed in order for the bonus to be accepted.**
6. LEAPS will submit the W-9, ACH, and Supplier forms and landlord incentive bonus invoice to Fiscal for processing.
7. LEAPS will input the incentive into HMIS by providing the service called Landlord Incentives: Landlord Incentive for the client, include a service note, and the amount of bonus.
8. The landlord will receive their signing bonus within 45-60 days after an approved invoice has been received by Fiscal.

Any questions? Contact LEAPS@ClarkCountyNV.gov.

SNH COC UNIT SIGNING BONUS INVOICE

Date of Invoice: _____

Property Name: _____

Ph: _____

Leasing Agent/Manager: _____

Title: _____

Payee*: _____

Physical Address of Unit: _____

Unit #: _____

Shared Housing? Yes _____ No _____

Client Name: _____

Lease Sign Date _____

Quantity	Description	Bonus
1	Sign-On Bonus	\$500
	Total Due:	\$500

***Please note:** Payee will receive an end of year 1099 which will be reported to IRS as revenue. Payee assumes responsibility for tax liability.

Payee signature _____

Date _____

Agency: _____

Program Name _____

CASE MANAGER CERTIFICATION:

I, _____ (Case Manager), attest that a 12-month lease has been signed by an eligible program participant, and that the Payee listed above has meet the requirements to receive a Signing Bonus for the unit provided.

Case Manager Signature

Phone Number

Date

SUPERVISOR CERTIFICATION:

I, _____ (Supervisor), attest that I have reviewed and confirmed that household meets the Category 1 definition of homelessness.

Supervisor Signature

Date

*Please submit this form to LEAPS@clarkcountynv.gov within one (1) week of lease signing.