



Phone: 864.598.6000
Mailing: P.O. Box 2828, Spartanburg, SC 29304
Physical: 170 Arch Street, Spartanburg, SC 29303

SPARTANBURGHOUSING.ORG   

Vacancy Loss

Please complete and email to Spartanburg Housing at cgodfrey@spartanburghousing.org

Vacancy loss is paid after verification that the new tenant has moved into the unit.

Landlord Name: _____

Phone Number: _____ Email: _____

Unit Address: _____

Previous Tenant: _____

Move out date: _____

New Tenant: _____

Move in date: _____

SH Staff Only

Date Received: _____

Date Processed: _____

Approved Amount: _____

Staff Initials: _____