



TO: Owners and Management Agents
FROM: VHDA Compliance & Asset Management
SUBJECT: Eviction Data Collection January 15, 2020
For Data July 1, 2019 through December 31, 2019

Background

As part of the [Governor's Executive Order Number Twenty-Five \(2018\)](#), which establishes affordable housing priorities to address Virginia's unmet housing needs, VHDA is requesting full cooperation and participation from all properties in our portfolio to assist in collecting data on Eviction, and Eviction-Related activities resulting from non-payment of rent.

In February 2019, VHDA initiated a process to collect eviction data from projects in our portfolio to capture information on eviction related activities due to non-payment of rent. The number of the unlawful detainers filed and the number of evictions actually carried out by the sheriffs' departments are just part of the story. Our goal is to expand our awareness of the areas in the Commonwealth where our resources should be used to improve renter education and reduce evictions due to non-payment of rent.

For the purposes of collecting this data, **Eviction** means any move-out by a tenant where the primary cause of the move-out is the tenant's failure to pay rent.

Eviction-Related Activities include:

- 1) **Filing an Unlawful Detainer**
- 2) **Payment or Workout Agreements** enacted by the project owner or manager
- 3) **Tenant "Skipping Out"** before the end of the lease term after an **Unlawful Detainer** is filed with the court, and
- 4) The Sherriff's Office is scheduled or is present to **Execute a Writ of Possession** granted by a court judgement by facilitating the tenant's move out of the unit.

What We Learned

The data from the initial eviction data collection confirms that while not all unlawful detainers filed result in an eviction, there are clear patterns of increased eviction activity in particular areas within the Commonwealth and at certain times within the calendar year.

The Next Data Collection

The next data collection request will be sent to all properties in our portfolio **January 15, 2020**, with an expected return date no later than **February 14, 2020**.

The initial eviction data collected from the VHDA portfolio sets a baseline. We need additional property information for the next data collection period, which includes information from **July 1, 2019 through December 31, 2019**. This information will assist VHDA in determining the best use of resources to improve outreach and expand education programs to reduce evictions due to non-payment of rent in the VHDA portfolio.

VHDA will send the electronic Adobe form to the on-site property contact email registered in our software system. The Adobe form must include the monthly eviction activity from **July 1, 2019 to December 31, 2019**, and be submitted electronically as it allows us to collect and compile information from multiple sources.

Eviction Data Collection Helpful Hints

1. **Share the Adobe Form Via Email** - VHDA confirms the property contact information and sends the Adobe form in one bulk email to the full distribution list. Do not send a request to VHDA to send the form to another email contact. The eviction data collection Adobe form can be forwarded via email to a different reviewer to complete and submit.
2. **Excel Eviction Log Form** – The Adobe software submits a copy of the completed PDF via email to VHDA and the property. **Do not** email the Excel Eviction Log form or the completed Adobe form to VHDA. The Excel form should be used to log eviction related activities on a monthly basis in preparation for entering the information onto the Adobe form emailed to the property's site contact. The completed Adobe form should be maintained in your property records.
3. **Form Mistakes** – If you mistakenly submit a blank form, or enter incorrect information on the Eviction form, send an email to the project's assigned regional email inbox. Include **Eviction Data Error** in the subject line. **Once the inquiry is received, VHDA will contact you with instructions within three business days.**

Eviction Data Collection Due Date

All completed forms must be submitted by **Friday February 14, 2020**.

Questions?

All questions about this process must be submitted via email to your property's assigned regional email inbox ([Northern VA Region](#), [Tidewater Region](#), [Central VA Region](#), or [Assisted Housing/Southern Region](#)) and include **Eviction** in the email subject line. You will receive a response to your inquiry within three business days.

Thank you for your cooperation.