



August 16, 2019

VHDA Compliance & Asset Management

VHDA Adopted Guidelines for Average Income Memo and Video Series

VHDA has posted a memo with guidelines for properties implementing Average Income along with 5 videos with information on Average Income. Please see links below:

[VHDA's Average Income Memo](#)
[Understanding Average Income Playlist](#)

The videos introduce Maria, an experienced property manager, and provides a breakdown of the minimum set-aside requirements and how Average Income affects how she manages properties in the VHDA portfolio.

The videos can be played individually or one after the other in the playlist. An Average Income example is provided in the Playlist#2:"VHDA Adopted Guidelines for Average Income."

Eviction Data Collection Period **Closed**

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 requests 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.

Thank you for completing and submitting the electronic Adobe form for your property. We appreciate all responses received. If you submitted the form with errors, or it was incomplete, or you did not receive the electronic form, no further action is needed for your project at this time. VHDA will contact the owner or management agent if we have questions or need additional information for this data collection.

The period is now closed for the initial collection of **Eviction data using the electronic PDF form, which included information** from July 2018 through June 2019.

The next eviction data collection is scheduled January 2020 for activity from July 2019 - December 2019. The report must be submitted using the **official** electronic **Adobe form**. The [Excel Eviction Log](#) is only used to record eviction activities each month, until the information can be transferred onto the official electronic Adobe form, which is forwarded via email to the on-site property contact email on record in our portfolio monitoring system. To ensure we have the most current and accurate contact information, notify VHDA if there are any **changes in the property contact information**, site manager, management agent, or owner representative.

This was our first attempt to collect on-site eviction data within our portfolio. We are beginning the process of evaluating the data submitted. VHDA is scheduled to discuss the findings of the initial data collection during a session at the Mid-Atlantic AHMA conference Wednesday November 20, 2019. [Learn more and register for the conference.](#)

Send questions about this process to the **property's assigned regional email** and include **Eviction** in the **email subject line**.

VHDA Offers Free Online Renter Education Course

To support the initiatives in the [Governor's Executive Order Number Twenty-Five \(2018\)](#), which includes reducing eviction rates, VHDA has recently made available a free online renter education course titled "How to be a Successful Renter," which covers the rights and responsibilities of renting.

The online education course is designed to equip renters with the knowledge necessary to be responsible tenants and to avoid the eviction process. It is divided into nine sections, with an assessment at the end of each that learners must pass to earn a certificate. The nine sections are:

- Are You Financially Ready to Rent?
- The Ins & Outs of Credit
- How to Find the Right Place
- Handling the Application Process
- Understanding the Lease Agreement
- Getting Back Your Security Deposit
- Life as a Renter: Rights & Responsibilities
- Housekeeping, Maintenance & Repairs
- The Right Way to Terminate the Lease

The course is online and mobile compatible, which allows users the flexibility to complete the sections of interest according to their schedules. Please visit vhda.com/renters to learn more about the free course. It is currently available in English, and will be offered in Spanish in the near future.

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The information contained herein (including but not limited to any description of VHDA and its lending programs and products, eligibility criteria, interest rates, fees and all other loan terms) is subject to change without notice.

