



July 31, 2019

## VHDA Compliance & Asset Management

### 2019 Eviction Collection Data Due by Friday August 2, 2019

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.

VHDA sent an electronic Adobe form via email from [echosign@echosign.com](mailto:echosign@echosign.com) on **Monday July 1, 2019** to the **on-site property contact** in our software system. The completed form must be submitted electronically by **Friday August 2, 2019 using the official form in Adobe** emailed to the on-site property contact.

Thank you if you completed and submitted the electronic Adobe form for your property. We appreciate all responses received. If you have not submitted the **electronic eviction data collection form** for your property, please forward the information **by the deadline** to assist us in this initiative. The data will be evaluated and used to direct the VHDA resources in an effort to reduce evictions due to non-payment of rent in the Commonwealth.

**Please do not email the Excel tracking log to VHDA.** The Excel Tracking Log is only used to capture your monthly Eviction data and to assist you in completing the electronic Adobe form. If you submitted the Excel tracking log to the VHDA email account, please use the official Adobe form to submit the property data electronically.

This is our first attempt to collect on-site eviction data within our portfolio. At this time, we are unable to re-send the Adobe electronic form to an email that is not assigned to a project in our software system. However, the Adobe data collection form can be forwarded from the on-site email contact to another email if needed, to complete and submit the property information by the deadline.

If there are any questions about this process, if you did not receive the form, or if there has been a change in your on-site property email address, send an email to the property's assigned regional email with your inquiry or updated contact information 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](http://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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STAY CONNECTED:



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.

