



March 4, 2019

## VHDA Compliance & Asset Management

### Eviction Tracking Log

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 monthly data on Eviction, and Eviction-Related activities. Properties in the VHDA portfolio are professionally managed, and evictions are costly. Your assistance will provide VHDA with valuable information that will be used to allocate its resources to provide targeted renter education and provide guidance on best practices to reduce evictions.

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) **Tenant "Skipping"** out before the end of the lease term after an **Unlawful Detainer** is filed with the court, and (3) 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.

VHDA created an [Eviction Tracking Log](#) for each property to log monthly eviction activities for each property within the VHDA portfolio (Tax Credits, Tax Exempt Bonds, TCAP, Exchange, and VHDA Conventional financing, REACH, SPARC, Taxable Bonds). The information entered into this form will be reported to VHDA electronically semi-annually in January and July with data from the previous 6-month period. Eviction activities occur on-site. Therefore, VHDA will issue the electronic reporting form to the owner/management agent and property email contact in our records before the reporting deadline.

The [Eviction Tracking Log](#) can be found on the VHDA Website under Forms and Documents.

The initial collection of eviction data is due July 31, 2019, to include one full year of monthly eviction data from July 2018-June 2019. If there are any changes in the property contact information, management agent, owner, or designated owner representative for this collection activity or questions about this process, send an email to [compliance-assetmanagement@vhda.com](mailto:compliance-assetmanagement@vhda.com) and **include Eviction in the email subject line**. You will receive a response to your inquiry within three business days.

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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.



