**EVICTION PREVENTION PLAN**

Property Name

**Eviction Prevention Philosophy**

Summarize the property’s eviction prevention philosophy, or commitment to eviction prevention, in two or three sentences.

**Eviction Prevention Protocol**

*Purpose*

The purpose of this plan is to establish a standardized framework through which PROPERTY will address lease violations with the goal of mitigating harm to the tenant and property and employing eviction only as a last resort.

*Roles and Responsibilities*

* Property Management: Include description.
* Tenant: Include description.
* Service Provider or other Community Partners (if applicable): Include description.
* Other (if applicable): Include description.

*Education and Prevention Practices*

Describe any efforts or practices that will be implemented at the property to provide tenants with education or housing stability tools prior to any lease violations occurring.

Include description of education and prevention practices here.

*Addressing Lease Violations*

Describe the property’s policies and procedures for addressing lease violations, including but not limited to:

* The process whereby the tenant is notified in writing of the lease violation and requested to complete a housing retention plan
* The period when and method by which the housing retention plan is introduced and any resulting follow-up or check-in meetings
* Strategies for addressing specific lease violations (see Appendix A)
* Description of any informal eviction processes that will be pursued if a tenant must leave the property (e.g., nonrenewal of lease, mediation, arbitration, etc.)
* Description of formal eviction process, only to be used in very limited instances as a last resort
* Description of the role and composition of the Eviction Prevention Committee, if applicable
* Method by which tenants may appeal informal or formal eviction decisions prior to the decision being finalized

Include description of policies and procedures here.