

Low-Income Tax Credit (LIHTC) Eviction Prevention Plan - Checklist

Property Information:

- Includes property name
- Eviction prevention philosophy
- Eviction is used only as the last resort.

Roles and Responsibilities:

- Property Management responsibilities clearly explained (rent collection, coordinate maintenance repairs, enforcing lease agreements)
- Tenant responsibilities are clearly explained (rent, fees, unit upkeep, lease rules).
- Define service provider responsibilities (if applicable)

Education and Eviction Prevention Practices:

- Lease is reviewed with each tenant at move-in to confirm understanding.
- Pamphlets or written guides are provided as reference materials.

Support & Coordination: (if applicable)

- Service providers, advocates, and supportive programs are identified.
- Communication process between property management and service staff is clear.

Addressing Lease Violations:

- Notification process for lease violation. (must be in writing)
- Requirement and process for completing a housing retention or corrective action plan when lease issues arise.
- Plan is developed with tenant, case manager, property management, and service providers.
- Follow-up and check-in meetings are scheduled and documented.
- Strategies for addressing specific lease violations

Eviction Review Process:

- Eviction steps are explained, including timelines and notices.
- Tenants have the option to appeal eviction decisions.
- An Eviction Prevention Committee reviews potential evictions before filing.

Emergency eviction procedures are clearly outlined.