

Permanent Supportive Housing (PSH)

Eviction Prevention Plan - Checklist

Purpose Statement:

- Includes property name
- Includes a clear purpose that focuses on mitigating harm to tenants and the property.
- States that eviction will be used as the last resort.

Philosophy:

- Includes commitments from: property owner, property manager, service provider and tenants.
- Philosophy clearly emphasizes collaboration, housing stability and early intervention

Resident Engagement Approaches and Community Partnerships:

- Includes name of service providers and list of services offered on-site
- Training that property managers and service providers will complete initially or ongoing to mitigate possible lease violations.
- Role of peer support specialists on-site (if applicable)

Roles and Responsibilities of PM and service staff:

- 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
- Define communication procedures between partners (emails, meetings, documentation) – (weekly, monthly, etc)

Leaseholder Education Practices:

- Education on tenant rights and responsibilities
- Describe the frequency (orientation, annual, informal sessions)
- Methods of distributing information (handbook, meetings, flyers)

Role of Housing Retention Plan:

- Describe how and when the Housing Retention Plan will be offered
- Role of property manager and service provider in creating the plan in collaboration with the tenant.
- Lists required documentation.

Strategies for Mitigating and Responding to Common Lease Violations:

- Notification process for lease violation. (must be in writing)
- Coordination between the tenant, property manager and service provider to create plan.
- Follow-up and check-in meetings are scheduled and documented.
- Strategies for addressing common lease violations (nonpayment, disturbances, housekeeping, guests, etc)

Eviction Review Protocol:

- Eviction steps are explained, including timelines and notices.
- Appeals process documented with forms and documentation requirements
- Role and structure of Eviction Prevention Committee.
- Emergency eviction procedures are clearly outlined.
- Include informal alternatives (mediation, non-renewal, voluntary move-out, etc)