

LEASE VIOLATION/EVICTION

Non-Payment of Rent:

See Rent Collection and Late Charge Policy in the Office Procedures section.

Other Lease Violations:

Since lease violation evictions can become very complicated and are frequently defended by Legal Aid attorneys, and *Lease Violations (forms LV-2 through LV-5)* must be completed according to instructions from the property supervisor. When a manager feels a notice is appropriate, the matter shall be discussed with the supervisor and then completed according to his instructions. If advice from our attorneys is needed, the supervisor will contact the attorneys and report back to the manager. **All notices will be prepared by the manager and read or faxed to the supervisor prior to being delivered to the Resident.**

Notices will be delivered and distributed according to the instruction on the form used. Managers should be careful to perform appropriate follow up action to the type and time frame of the notice given.

In the event eviction is necessary, copies of all appropriate notices and backup pertaining to the eviction shall be copied and delivered to the supervisor. The supervisor shall review the material, and confer with and deliver to the attorney for eviction processing. This procedure is required for all evictions other than non-payment cases.

Calls from Resident's Attorney:

Frequently, resident's attorneys will call and force managers into legal positions that will not benefit the project. Never settle a matter or agree to do anything an opposing attorney requests until conferring with your supervisor. It is always preferable to have our attorneys (rather than the manager) confer with opposing attorneys.