

Eviction Procedure

On the 2nd day of each month a three day demand will be sent to tenants that still owe any portion of the rent from the prior month. For example, we currently have 8 tenants that still owe a full month of rent for March. On the second of April we will send them a three day demand. The three day demand will set forth the amount of rent sought, including April rent, to avoid eviction and the amount of additional rent sought to avoid a non-possessory judgment. Therefore, in April if the tenant pays the balance other than April's rent after being served with a three day demand, the legal action will continue because the demand requires the payment of the entire balance due.

On the 4th day after the three day demand was delivered, the tenant will be referred to the attorney to start the eviction process. If it is the tenant's third non-payment proceeding within 36 months, then the tenant's lease and tenancy will be terminated by a termination notice and a non-payment proceeding will be commenced immediately. VNHA will not accept any payments from any of the tenants referred for legal action until after the first court date unless the payment is for the entire amount of the rent due. No partial payments of rent will be accepted.

In the event that legal action is pending due to an adjournment of the first court date being in the month following the month in which the three day demand is served, the above procedure will be implemented for the new month's rent. For instance, if a case in April is adjourned to May, on May 2 a three day demand will be served for May's rent and additional rent in the form and content described above. On the fourth day after the three day demand is delivered, the tenant will be referred to the attorney to start the eviction process for that month's rent.

All tenants will receive a monthly rent statement at the end of each month, no later than the last day of the month. The statement will identify their current balance, plus the monthly rent and additional charges.