



DHIC's Guiding Principles for Washington Terrace Management

DHIC assumed ownership of Washington Terrace in January 2014. The following principles will guide DHIC's transition into new ownership and engagement with current Washington Terrace residents.

DHIC intends to work with residents of Washington Terrace, neighborhood interests, the City of Raleigh, St. Augustine's University and other stakeholders to create a redevelopment plan for the current Washington Terrace site, offering new and improved housing and supporting uses and ultimately, a better living environment and value proposition for residents of Washington Terrace.

To achieve objective:

1. DHIC intends to maintain a safe and healthy environment for Washington Terrace residents.
2. DHIC will employ a professional property management company to provide quality service to the residents of Washington Terrace.
3. DHIC intends to keep rent levels affordable for Washington Terrace residents.
4. DHIC will respect the legal rights of all residents
5. DHIC will enforce lease terms on a consistent and regular basis.
6. As a DHIC community, Washington Terrace residents will be eligible for DHIC resident services programs including summer youth scholarships, service referrals and financial education through the DHIC Homeownership Center.
7. DHIC will work to maintain a safe living environment for Washington Terrace residents and will consider any on-site arrests of residents or their guests as grounds for eviction.
8. DHIC intends to allow the property to voluntarily go vacant over time.
9. DHIC will not accept new applications or lease vacant units to new residents until replacement housing is developed.
10. DHIC may ask residents to relocate to comparable apartments elsewhere at Washington Terrace in order to facilitate the redevelopment of the property.
11. DHIC will allow year-long leases to convert to month-to-month, but will verify income prior to the time of conversion. For tenants currently on a month-to-month lease, income verifications will take place prior to December 31, 2014.
12. DHIC does not expect that any resident will be asked to leave the property based on household income.
13. Current Washington Terrace residents are welcome to remain at property and will not be involuntarily displaced, except in the case of a lease violation or in cases of overcrowding.

Washington Terrace Q&A and additional points of clarification:

1. In addition to income verification, will criminal background checks be conducted?

Answer: Currently, per the City loan agreement, we are only required to verify incomes once and only half of the current residents must have incomes of less than 80% AMI. We will not conduct criminal background checks unless new occupants are added to the lease

2. Will unit inspections continue?

Answer: Property management, Raleigh Housing Authority and lender inspections will be conducted on regular schedule.

3. Will current tenants be expected to sign new leases?

Answer: Current leases that are not terminated will automatically convert to a month-to-month lease. No new lease will be required unless occupancy changes are made. However, from time to time lease addendums may be required for specific items i.e. pets, etc.

4. How will unauthorized tenants be handled? (Defined as individuals not on the lease)

Answer: If anyone is residing in the unit that is not on the lease, they must vacate immediately, or agree to an immediate background check before a new lease is signed with tenant.

5. If tenant on the lease is arrested for a crime, on or off the property, will they be evicted?

Answer: Per lease agreement, a tenant that is arrested for any infraction will be subject to eviction, especially for crimes related to the sale and use of drugs, illegal firearms, domestic violence, assault and battery, or vandalism.

6. If arrest takes place off of the property, how is this information obtained?

Answer: Property management staff will periodically access crime statistic reports and will maintain a working partnership with local law enforcement. For insurance purposes, we indicated that residents would be informed of issues.

7. If a visitor or guest of an authorized tenant is arrested on the property, will tenant be evicted?

Answer: The tenant will be held responsible for the actions of their visitors and will be subject to eviction, per lease agreement. Guest will be banned by the property.

8. If a minor resident is charged with an offense, will same eviction policy apply?

Answer: The tenant will be held responsible for the actions of those on their lease and will be subject to eviction, per lease agreement.

9. How will previous arrest records be handled?

Answer: No background checks will be conducted on current tenants named on the lease, however, future arrests will be grounds for eviction.

10. Will pets be allowed?

Answer: Yes, pets are allowed, per weight and breed restrictions, or until such time pet causes disturbance to neighbors or community at-large.

11. How will tenant relocation within the property be handled?

[See the DHIC WT Resident Care Plan \(separate document\)](#)

12. How will payments on open accounts (rent arrears) be handled?

Answer: If tenant pays DHIC for arrears that were owed prior to DHIC's ownership, payments will be received and reported as miscellaneous income.

13. How will leases for Section 8 tenants be handled?

Answer: Section 8 vouchers are issued under the HUD Housing Choice Voucher Program and leases will be handled consistently with the regulations of the program and will be administered through RHA. However, according to Will Hinton, RHA, Section 8's can go month to month after the first 12 month lease period expires. As of January 2015, approximately 45 WT residents hold Section 8 vouchers, down from 67 listed in prior report.

14. What are the provisions for residents who lived at WT prior to March 29, 2012?

Answer: Residents who were living at Washington Terrace prior to March 29, 2012 have rights under certain provisions of the low income housing tax credit program. DHIC will comply with all of these requirements. These special provisions expire at the end of March 2015.

15. Will I have to move soon?

Answer: It is our goal that residents will not be asked to move off-site, unless in the case of a lease violation, or by their own choosing. However, to accommodate the process of redevelopment, residents may be asked to move to another unit within the WT property. This will help to insure the safety of all residents and give us the opportunity to rebuild the community in phases over time. See Resident Care Plan for additional details.

16. Will my rent increase?

Answer: There were no rent increases in 2014, but in subsequent years, rents may increase \$10-\$15 a month.

17. Will DHIC implement a grievance or 504 request process at WT?

Answer: Gingko has a grievance procedure, though not formally documented. Also, because no federal funds are involved, a 504 Committee is not required and special accommodation requests can be allowed at cost to the tenant.

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