



# Evictions

***A STEP BY STEP GUIDE TO ENSURE THE  
EVICTIION PROCESS AT YOUR PROPERTY IS  
EASY...***

# When do I start the eviction process?



- Evictions are to be completed for tenants who fail to meet the financial obligations or are out of compliance with their lease agreement. Examples of non compliance are:
  - Failure to pay rent
  - Excessive noise complaints
  - Criminal mischief (vandalism, destruction of property)
  - Fraudulent paperwork (falsifying application documents)
  - Illegal substance use.
  - Health or safety hazards as directed by the local Magistrate.
  - Failure to re-certify by re-certification date.

# Manager's Responsibilities



- As the site representative, the managers adherence to the eviction policies and procedures are paramount to the processes success:
  - Know how to file an eviction in your area.
  - Contact your local Magistrate or Clerk of the Court.
  - Work with your RPM on knowing your areas specific process for eviction.
  - Preparation of all eviction paperwork. Documentation needs to be PERFECT or your eviction may get thrown out of court.
  - Requesting of eviction money.

# How do you request eviction money?



- Request as needed for eviction filings or writs of possession.
- Maintain an accurate account of local court costs, so that you ensure you are requesting the correct amount of money to be used for the eviction.
- Complete the “Eviction Check Request Form” (O22).
- Submit a “Net Receivables Report” with your O22 notating which units are to be filed on.
- Eviction filings for non-compliance (other than failure to pay rent) require Regional Manager approval.

# Paperwork, Paperwork, Paperwork



- The key to success during the eviction process is maintaining detailed documentation...
  - Once you have filed for the eviction, make sure you make a copy of the eviction paperwork and maintain in the tenant file.
  - Once the eviction process has been initiated, manually charge in ICAM the EXACT amount charged to the tenant being evicted by the Clerk of the Court. This will be charged as a “WARRANT FEE” in ICAM.
  - All original paperwork is to be mailed to the home office. This includes:
    - ✦ Receipts received from filing.
    - ✦ Clerk of Courts documentation.
    - ✦ **\* Accounting will not cut another check to a site manager that has outstanding, unreconciled, eviction monies.**

# Re-Depositing of Eviction Money



- Sometimes a resident whom you originally thought you would file an eviction on, will pay rent ahead of you receiving your requested eviction funds. In this event, you need to redeposit these funds:
  - Redeposit unused eviction money into ICAM under non-tenant income.
  - Eviction deposits need to be a SEPARATE deposit and should not be made with any other deposits going into the General Operating Account.
  - The eviction receipts and unused eviction money should all total the amount of eviction money requested from the Home Office.
  - Email a scanned copy of the redeposit receipt into the home office at [deposits@mylpmc.biz](mailto:deposits@mylpmc.biz) and your property's A/P clerk.

# FYIs...During the eviction process



- Tenants are to continue to adhere to their lease even if they are amidst the eviction process.
- If a tenant continues to violate their lease agreement during the eviction process, you must notate these violations using the “Notice of Lease Agreement Violation” (O19) form.
- In the event of a DIRECT threat to the property, you may request to file for an immediate eviction. You’ll need your RPMs approval in this instance.
- **No money is to be collected during the eviction period.**
- **No member of management may enter a tenant’s apartment while the tenant is amidst the eviction process unless there is an EMERGENCY. The EMERGENCY must be documented, including the resolution (i.e. fire, flood).**





**THANK YOU!!!**