MEMO

To: Virginia Housing Portfolio
            LIHTC Properties with the Target Population Leasing Preference

From: Rental Compliance & Asset Management

Date: June 27, 2024

Re: Communicating with DBHDS for the Target Population Leasing Preference

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Successful Target Population referrals begin with consistent and clear communication between the referring agent, DBHDS, and the property's leasing staff.

The property must market unit availability to DBHDS using the Notice of Availability form until the required unit commitment is met and maintained at the property, and DBHDS will provide referrals with the Target Population Verification Letter or issue a written unit release. Email LIHTC@DBHDS.Virginia.gov to request a copy of the Notice of Availability form.

All communication must be documented in the property's records for compliance monitoring.

Remember to email DBHDS' shared inbox, LIHTC@DBHDS.Virginia.gov, and your assigned Housing Coordinator:

1. During Lease-Up
   a. before the property begins pre-leasing units and accepting applications from the general population,
   b. as changes occur throughout the lease-up process (e.g. construction delays),
   c. when the referral's application process is complete (e.g. approved, approved with conditions, denied, etc.), **and**
   d. the required notification of low unit availability equal to the number of remaining committed units _before_ the lease-up ends.
2. At Unit Turnover
   a. to share unit availability details upon receipt of notice to vacate and once units become vacant,
   b. when the referral's application process is complete (approved, approved with conditions, denied, etc.), **and**
   c. to provide waitlist notifications.

Target Population Leasing Preference written guidance, the annually required overview course and the Partner Portal user guide, a summary of referral activities, and additional related information is shared on our Compliance Monitoring web page, under the Target Population Leasing Preference header.