

Target Population Leasing Preference Activities Summary

Referring Agent Activities	Property Activities	Property Lease-Up Communication	Property Unit Turnover Communication
<ul style="list-style-type: none"> • Participate in introduction call/email for property details and to answer questions • Introduce property to local Case Managers • Market units to local Case Managers • Provide the Target Population Verification Letter • Periodically contact the property for updates • Request unit holds • Provide Unit Release or Extended Unit Release as needed or as requested 	<ul style="list-style-type: none"> • Register property on VirginiaHousingSearch and maintain property details • Immediately report changes in property contacts • Maintain current tenant activities in the online Tenant Portal • Provide continuous updates on unit availability via email • Document marketing efforts, Target Population Verification Letters, and unit releases in the property records for compliance 	<ul style="list-style-type: none"> • Contact the Referring Agent about changes in the construction status • Provide the anticipated and confirmed lease-up start date • Provide details about all available units to the Referring Agent • Contact the Referring Agent before the project has limited unit availability (equal to the number of outstanding Target Population units to fill) • Document communication with the Referring Agent in the property records 	<ul style="list-style-type: none"> • Maintain current tenant activities in the online Tenant Portal • Immediately notify the Referring Agent about unit vacancies (within 1 business day) • Document communication with the Referring Agent in the property records

For additional information, review the Target Population Referral Guidance on the [Compliance Monitoring page](#) of VirginiaHousing.com.