



## Richmond Eviction Diversion Program (EDP) Requirements

- Tenant must live in the City of Richmond and be willing and able to come to the first court date (if any).
- Tenant must have received a written nonpayment notice or a Summons for Unlawful Detainer.
- Tenant must not have had a judgment of possession entered against them for the current property address within the past 90 days.
- Writ of Evictions and Judgement of Possession are not eligible for assistance.
- Tenant's gross household income must be no more than 80% of Area Median Income.
- Tenant's rent payment must be no more than 50% of gross household income.
- Nonpayment of rent and other valid charges must be the only landlord or court issue.
- Tenant must be able to pay ongoing rent, utilities, and usual monthly expenses by the due date.
- Tenant must be able to pay the greater of 10% of the amount owed or all owed amounts that exceed \$3000.
- Tenant must not have received rental assistance from any documented source within the past year.
- Tenant must submit application for assistance at least two weeks prior to court date.
- Tenant must complete the EDP workshop prior to applying for assistance.
- Rent arrears can't exceed two months of rent.

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- EDP must conduct a comprehensive screening at initial intake to determine possible eligibility.
  - Household size
  - Source and amount of all household income
  - Amount of monthly rent, including all valid charges in the lease
  - Approximate amount of arrearage
  - Whether past EDP assistance received, and if so, when
- Following initial intake, eligible applicants must be assessed to determine their need (if any) for abbreviated financial and/or housing counseling.
- EDP must require minimal documentation from the tenant – *i.e.* the written nonpayment notice and the Summons for Unlawful Detainer (if any).
- Source of income documentation (current paystubs, benefit letters, etc.) is required.
- Other documentation should be obtained from the landlord – *i.e.*, the lease, tenant ledger, and landlord's W-9.
- Tenant must participate in the EDP information workshop prior to applying for assistance.

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