



## VA WEATHERIZATION ASSISTANCE PROGRAM Information Notice 03-2016

**TO: ALL WEATHERIZATION SUBGRANTEES**  
**FROM: NANCY PALMER, HOUSING PROGRAMS MANAGER**  
**DATE: 04/27/2016**  
**SUBJECT: LANDLORD CONTRIBUTION REQUIREMENTS**

This notice supersedes Information Notice 02-2013.

Effective immediately, the Commonwealth of Virginia and its Weatherization Assistance Program subgrantees **may not** require a landlord contribution from the property owner of a single-family rental property as a condition of weatherization assistance to the eligible tenants. Per 10 CFR 440, DOE defines single-family dwelling units as containing no more than one (1) dwelling unit per structure. The landlord can be highly *encouraged* to contribute but DOE has determined the contribution cannot be required.

A landlord contribution of fifteen percent (15%) of the amount of the weatherization assistance provided **is required** for weatherization of a Multi-family property. For the purpose of requiring landlord contributions *only*, Multi-Family rental properties are defined as buildings with more than one (1) dwelling unit per structure and include duplexes, triplexes, and quadplexes.

Landlord contributions must be utilized for weatherization of the property and can include:

- Capital improvements
- Cash match
- Cost to weatherize ineligible units (MF)

The contribution may include improvements made within the past year or improvements that will be completed no more than 60 days after weatherization work is completed.

There is an exemption to landlord contributions from a multi-family property owner whose household meets income eligibility requirements for the Weatherization Assistance Program.

**WRITTEN LANDLORD AGREEMENTS** must be executed between the subgrantee and the landlord. The agreements must outline the following:

- i. The benefits of weatherization assistance in connection with such rental units, including units where the tenants pay for their energy through their rent, will accrue primarily to the low-income tenants residing in such units;
- ii. For a reasonable period of time after weatherization work has been completed on a dwelling containing a unit occupied by an eligible household, the tenants in that unit (including households paying for their energy through their rent) will not be subjected to rent increases unless those increases are demonstrably related to matters other than the weatherization work performed;
- iii. The enforcement of paragraph (ii) of this section is provided through procedures established by the State by which tenants may file complaints, and owners, in response to such complaints, shall demonstrate that the rent increase concerned is related to matters other than the weatherization work performed; and
- iv. No undue or excessive enhancement shall occur to the value of the dwelling units

#### **RENTAL POLICY**

Every subgrantee must have a written policy outlining the terms and conditions under which Weatherization Assistance will be granted for rental units. The policy must be applied consistently.