

**Instructions for Submitting a Notice of Intent to Demolish, Liquidate, or Otherwise Dispose of
a Housing Project**

1. Per § 36-7.2 Code of Virginia, any housing authority required to submit an application to the U.S. Department of Housing and Urban Development (HUD) to demolish, liquidate, or otherwise dispose of a housing project shall serve a notice of intent to demolish, liquidate, or otherwise dispose of such housing project containing the requirements (Listed on bullet 3) at least 6 months prior to any application submission date to
 - a. The Virginia Department of Housing and Community Development
 - i. Please send to LeGrand.Northcutt@dhcd.virginia.gov
 - b. Each tenant residing in the housing project.
2. Per § 36-7.2 Code of Virginia, the housing authority must also provide notice containing the requirements to any prospective tenant who is offered a rental agreement at the covered housing project following the initial notice given to DHCD and current tenants, prior to the prospective tenant signing the rental agreement or paying any deposit.
3. Per § 36-7.2 Code of Virginia, the notification must include:
 - a. The anticipated date upon which an application to demolish, liquidate, or otherwise dispose of the housing project will be submitted to HUD;
 - b. The name, address, and phone number of any local legal aid societies;
 - c. Instructions for requesting more information pertaining to the application process, timeline, and implications for the tenant; and
 - d. Instructions for submitting written comment to the housing authority regarding the demolition, liquidation, or disposal of the housing project.
4. Per § 36-7.2 Code of Virginia, during the 12-month period following the notice to DHCD and tenants, the housing authority must not
 - a. Increase rent for any tenant above the amount authorized by any federal assistance program applicable to the housing project;
 - b. Change the terms of the rental agreement for any tenant, except as permitted under the existing rental agreement;
 - c. Evict a tenant or demand possession of any dwelling unit in the housing project, except for a lease violation (including nonpayment of rent) or violation of law that threatens the health and safety of the building residents; or
 - d. Take any action to demolish, liquidate, or otherwise dispose of the public housing project or a portion of the public housing project.
5. Per § 36-7.2 Code of Virginia, any party that is entitled to receive notice under this section may bring a civil action to enjoin action by the housing authority or recover actual damages for any violation of this section, including any court costs and reasonable attorney fees.
6. For information on local legal aid societies, please visit:
<https://www.valegalaid.org/find-legal-help/directory>