

Charlottesville Redevelopment & Housing Authority

Rental Office

1000 South First Street Charlottesville, VA.

22902

TTY/Telephone: 711/ 434-326-4672 www.cvillerha.com

Property Management

As of February 18, 2025:

- 25 - total vacant units
- WH – 12 Vacant
 - 8 not rent ready.
 - 1 offline unit – substantial rehab
 - 3 applicants approved (2,3 bedrooms (1 each), 4-bedroom applicant (May 1))
- 6th - 18 Occupied/6 Offline/Demo-Redevelopment
- Riverside-1 vacant (rent ready)
- Madison-2 vacant (not rent ready)
- Michie-3 vacant (2 substantial rehab, 1 not rent ready)
- Scattered Homes-PH- 1 vacant (rent ready/internal transfer)
- Crescent Halls – 2 vacant (1 rent ready) (app processing), 1 ready (applicants in process)
- SFS- 4 vacant (0 rent ready)
- 3 Notices to Vacate
- Vacancy may increase due to pending trials (TBD)
- Public Housing Waiting Remains Closed as of 10/1/2024 due to the number of families on the list.
- 14 unlawful detainer-pending filing
- 15 pending trial- (9 trials scheduled – rent and non-rent)
- 0 pending writs

Non-Public City Housing

- Coleman (no vacancy)
- Montrose (1 vacancy)
- Dogwood (7 vacant, 2 of 7 offline/5 remain vacant not ready)
- Harris Rd. (1 vacant (rent ready)/ 1 Notice to vacate)
- Greenleaf (Recently acquired, 2 vacant/2 SRO vacant) not rent ready.

Purchase in Progress – None currently

Current Public Housing Waiting List – 3699 Families

- 1 Bedrooms - 2144 Families
- 2 Bedrooms - 669 Families
- 3 Bedrooms - 514 Families
- 4 Bedrooms - 206 Families
- 5 Bedrooms - 166 Families

Accounts Receivable (0-30 days, ending date 02.18.2025) Total: **\$79,825**

| Property | Outstanding Balance |
|---|----------------------------|
| 6 th Street | \$280 |
| Crescent Halls | \$21,767 |
| Michie | \$2818 |
| Riverside | \$7869 |
| Westhaven | \$16,762 |
| Madison | \$1639 |
| SFS PHASE I | \$13,832 |
| Scattered Houses | \$453 |
| Dogwood/Coleman/Montrose (Non -Subsidized City Housing) | \$14,405 |

Accounts Receivable (Total Unpaid Charges ending date 02.18.2025) Total: **\$211,196**

| Property | Outstanding Balance |
|--|----------------------------|
| 6 th Street | \$5,238 |
| Crescent Halls | \$54,296 |
| Michie | \$4,315 |
| Riverside | \$24,846 |
| Westhaven | \$31,521 |
| Madison | \$4,407 |
| SFS Phase I | \$51,633 |
| Scattered Houses | \$719 |
| Dogwood/Coleman/Montrose (Non-Subsidized City Housing) | \$35,221 |

NOTE: Finance staff continue to work with PM to clean up ledgers from moves and relocations.

Traffic (Visitors to Offices)

SFS-192
StreetWesthaven-147
6th St Office-72
Crescent Halls-240

Collection Efforts

Asset Collections Manager, with the help of PM staff and resident communication, was able to refer and collect \$19,359.40 in rental assistance for residents.

Phone contact

We continue to encourage residents to apply for local funding that may be available.

Balance Due Letters Issued, 30 Day Non-Payment Issued, Meetings as requested, Unlawful Detainers filed monthly as needed.

Payment Agreements (if qualified)

Case Management Update:

- 40 Eligibility letters sent.
- 9 Unit Offer letter sent (waiting on units to be turned and rent ready)

Pending Recertifications:

- Recertifications are being completed/caught up and letters go out on the 1st day of each month.

Staff Training:

- Fair Housing Training is in the process of being scheduled for the entire Property Management Team (March or April 2025)
- Nelrod – free weekly training will start in February & each member of PM staff will be assigned their 1st Certification training for the year based on beginning of the year assessments. To be completed in April.
- Effective 1/1/25, Senior Property Managers will be assigned peer training with other staff members in their area of expertise. All training will be documented in writing.

Meetings:

- Safety Meeting (Once a month on 2nd Wednesday)
- Team/Compliance Meeting (Once/ Twice a month based on needs)
- One on one compliance training regularly (weekly)
- Eviction Diversion Work Team- Once a month

Staff Update:

- Weekly one on one/cross training between team members to help serve our communities and keep “Residents First”.
- Staff continue to distribute notices as needed with needed reminders and current information.
- Staff continue to be assigned and complete training applicable to industry updates themselves on community resources, available and newly announced, to provide up to date information to those in need of additional assistance in various situations.
- Asset Collections Rep along with site staff continues to pursue collections and continue the effort to TARS, however, we also continue the efforts to collect on them and make referrals for local funds that may be available to assist residents. We also continue to offer and initiate Repayment Agreements for those that qualify.
- Office hours are from 8:00 AM to 4:30PM, however, appointments are still preferred, for any person needing to have a one on one with their AM or other staff. This allows us to be prepared and manage our time to meet other duties and deadlines.