

## Lease Violation Flow Chart: Sample (adapt for your locality)

Timeframe	Actions by Landlord	Actions by Supportive Services	Discussion
Date of Incident	Landlord may document incident, speak with tenant and/or depending on level of violation may send tenant a notice to cure violation within three (3) days, copy of notice is cc'd to supportive services.	Supportive Services receives copy of incident and talks to tenant. Reviews process and tries to negotiate a time frame and plan to cure	Services may participate in the investigation and discussion with tenant. If a three day notice and the violation can be cured, let landlord know
Reoccurring or continuing violations	Three day letter instructs tenant to "cure" violation (i.e. excessive clutter) or to stop behavior and avoid a reoccurrence (noise) provides time frame. Usually if there is another incident a 3 day letter to cure will be issued. If violation continues or reoccurs after the XXX violation; Landlord may schedule an formal conference with tenant and their case manager to develop a corrective plan of action or address reasonable accommodation.	Lease violations can be discussed in the monthly call or a check in meeting with landlord. Services contacts tenant to discuss second incident, offers assistance, explains process of eviction and second attempt to develop a corrective action plan Supportive services will participate in the conference letting the tenant know their options prior to the meeting	Landlords may not be willing to offer this second violation option however it may be preferable to pursuing eviction. Services may work with landlord and tenant to determine assistance needed and if the tenant may need a plan or reasonable accommodation

<b>Timeframe</b>	<b>Actions by Landlord</b>	<b>Actions by Supportive Services</b>	<b>Discussion</b>
<p>Non-compliance with plan to cure</p>	<p>If tenant fails to comply with corrective plan of action; management will prepare a thirty (30) day notice for non-compliance. Supportive Services and case manager will be advised of action. Property management may accept a corrective action plan/reasonable accommodation request developed with supportive services to stop the process</p>	<p>Services seeks to engage tenant and assess situation Possible Actions: 1. Assist in resolving issues develop a corrective action plan/reasonable accommodation with time frame 2. Provide assistance in accessing emergency assistance 3. Services unable to engage tenant or unable to develop resolution 4. Review eviction process and right to an attorney 5. Services discusses alternative housing arrangements with tenant</p>	<p>Management and Services will discuss issues that occur and any re-occurring violations. All tenants with recurring violations will be discussed in the monthly meeting. If an accommodation is needed these issues should have been addressed by this time.</p>
<p>Unable to develop plan or cure within 30 days</p>	<p>Proceed with Eviction Tenant advised to seek legal assistance Services copied on all notices</p>	<p>Assist to get a lawyer. Review process and appeals, discuss alternative housing. Review Stipulation Process.</p>	<p>PM/SS will keep each other updates on any changes. Seeking a stipulation would be discussed</p>

Timeframe	Actions by Landlord	Actions by Supportive Services	Discussion
<p>Not following plan, repeated offences after notice to cure or no response to three day notice</p>	<p>Tenant advised to seek legal assistance, Services copied on all notices, only reasonable accommodation requests considered, stipulation through the courts may be an option.</p> <p>Management petitions for unlawful detainer</p>	<p>The tenant must file a response with 5 days and may be asked to pay a fee. Services encourages tenant to seek legal assistance and provides referral for legal help; effort is also made to get tenant to access emergency assistance, alternate arrangements identified, explain the court process and appeals. Any reasonable accommodation requests developed with attorney.</p>	<p>All changes in the plan will be negotiated through the courts or the attorney</p>
<p>After issuance of unlawful detainer</p>	<p>Plan to cure violation can no longer be entered into between landlord and tenant</p> <p>If Stipulation is granted landlord monitors compliance and communicates with tenant and services on progress.</p> <p>Court authorizes eviction or issues Stipulation</p>	<p>Services receives copy of court summons</p> <p>If a Stipulation is granted, services assists tenant to follow the stip. Educates around specifics in the agreement and consequences of not following.</p> <p>Services reviews court process with tenant and encourages tenant to obtain legal assistance if they haven't already. Review alternate living arrangements</p>	

A stipulation is a stay of the eviction for the tenant to follow the plan negotiated with the judge. If the tenant does not follow the plan the eviction proceeds. Stipulations are often effective in maintaining tenancy and curing the tenancy violation.

**Please note: This document is not intended as legal advice but simply to capture a process. Tenancy laws vary by locality. Please review with Attorney**