



*City of Alexandria, Virginia*  
301 King Street, Suite 2300  
Alexandria, Virginia 22314



Justin M. Wilson  
Mayor

Office: 703.746.4500  
Fax: 703.838.6433  
justin.wilson@alexandriava.gov

Dear City of Alexandria Multifamily Property Owner and/or Manager:

Today I am reaching out to the owners and managers of multifamily rental properties in the City of Alexandria, Virginia to ask your help to address housing concerns in our community.

First, thank you for all you are doing to keep residents of your properties safe and healthy as we navigate the novel coronavirus (COVID-19) pandemic together. For the latest information about the virus and local resources that the City and others are providing locally, please consult our website at <https://www.alexandriava.gov/Coronavirus>.

Second, although it is still a couple of weeks before April rents will be due, I would ask that you consider now what you can do to ease burdens for tenants who will have difficulty paying their next rent because of illness or financial hardship related to ongoing business disruptions and closures.

***To mitigate housing insecurity related to the pandemic and its anticipated impacts, the City requests that Alexandria multifamily rental properties voluntarily take the following actions regarding tenants who are current on their rent through March:***

- Ask residents who will not be able to pay their April rent on time to submit a written request for relief by March 31 which includes a general description of their hardship or household situation.
- Offer an installment payment plan to those who seek relief that allows residents who will miss the April rent an opportunity to make up the amount over the next twelve months, with no fees or penalties.
- Waive late fees and/or penalties for those paying the April rent partially, or in increments, at any time(s) during the month, as they are able.
- Do not file eviction proceedings against any resident who is late paying April rent; instead ask those who are delinquent to contact the Office of Housing's Landlord and Tenant (LT) Division Chief Melodie Seau ([melodie.seau@alexandriava.gov](mailto:melodie.seau@alexandriava.gov) or 703-746-3078) to assist them with a workout, and/or to refer them to other resources. Ms. Seau may refer them to appropriate LT staff.
- If you or your property staff become concerned about the health or welfare of any resident during the pandemic, please contact Ms. Seau. Housing staff will assess the situation and provide referrals to specific points of contact in appropriate departments and/or resources.

At this time, the City's Office of Housing Landlord Tenant Division staff are continuing operations and are glad to assist property staff and residents in developing and implementing payment plans to avoid defaults and evictions related to the effects of the pandemic.

We understand that complying with the City's request may exacerbate your business concerns, and we recommend that local businesses reach out to their own lenders and suppliers to pursue relief during this challenging time. I and City staff welcome your feedback on other ideas you may have on how we can support Alexandria landlords and tenants during the COVID-19 pandemic.

Alexandria has always been known as a community where neighbors take care of neighbors, and I am proud to let you know that a City resident suggested the idea that the City reach out to its multifamily properties now about April rent relief out of concern for his neighbors in need.

Thank you for considering this request. I appreciate your action and your understanding that we are all in this together as we address this health crisis in our community and beyond.

Sincerely,

A handwritten signature in black ink, appearing to read 'Justin Wilson', with a stylized flourish extending to the right.

Justin Wilson  
Mayor

cc: Mark B. Jinks, City Manager  
Helen McIlvaine, Director, Office of Housing  
Melodie Seau, Division Chief, Landlord Tenant Division