

LTRB Questionnaire for Developers

This questionnaire is intended for developers that bring forth tenant relocation plans to ensure the Landlord Tenant Relations Board has access to complete information at the time of plan review and voting to either recommend or not.

Please share any questions or requests for clarification with the LTRB chair. For our reference, indicate the following:

1. Organization proposing relocation plan:
2. Name and title of representatives appearing in hearing:

Communications

Please share the communication plan for tenants. Our concerns include the following:

- Do you have a staff member responsible for sending notices and ensuring tenants receive and understand the communications?
- Is there a tenant representative that works with other tenants to share comments and feedback?
- Are communications being provided in languages other than English?
- Have you followed the communications plan to ensure all tenants are aware of the process?

Demographics

Please include the demographics (income, employment, age ranges, disability, family size, number of families with children in schools, languages spoken) in your presentation if connected to the relocation plan.

- Are there protected classes that receive different communications?
- If rehousing in the same building/address, are there any restrictions on current residents returning? Are those residents aware of their responsibilities, if so?

Complaints

- Do you have a process for addressing complaints or issues related to the relocation plan?
- Do tenants trust the process; i.e., is there any history of distrust between management and the tenants?

Resources

The [city's housing plan](#) includes these goals, which the LTRB will consider when reviewing relocation plans:

1. Facilitate a variety of housing options for households of all incomes.
2. Expand housing choice for people of all ages and abilities.
3. Partner with nonprofits, ARHA, and private developers to leverage City resources.
4. Prioritize the creation and preservation of affordable housing in transit-oriented, amenity-rich areas and in large-scale (re)developments, in particular when existing market affordable housing is being impacted.
5. Promote the integration of affordable housing to foster successful and vibrant mixed-income communities.
6. Recognize the critical role affordable housing plays in the City's economic sustainability.

Typical Questions from Members

For affordable units:

- Will the same (or greater) number of affordable units be available after the new development?
- Is storage space being provided to residents that are unable to find a new residence within the notice to move period?

Regarding tenants:

- Will residents receive security deposits back or can they carry over to the new unit as part of their right to return?
- Will relocated tenants also be allowed to return at their current rental payment rate? If not, why?

For relocation firm/coordinators:

- What is your most recent redevelopment or renovation project that has required relocation of residents in Alexandria City? In the DMV (DC, Maryland and Virginia area)?
- Have you been working in Virginia, if not in our local area? Outside of Virginia?
- How has your communication been with the Housing Department - have you been able to respond to all of their concerns?
- Have you heard any concerns from tenants? Have they been resolved?
- Are there any interest groups, neighborhood groups, or tenant groups that have expressed concerns, and have those concerns been addressed?