

**BUCKINGHAM VILLAGE APARTMENTS
RELOCATION PLAN**

GENERAL INFORMATION

The Buckingham Village Apartment – Village 1 and 3 Relocation Plan is being developed as part of the proposed redevelopment site plan. Due to the size of the project and the phasing plan being developed, this redevelopment plan will take several years to complete. Therefore, many current residents will be able to remain in their current apartments for as long as their normal tenancy. This Relocation Plan will be in effect through the duration of the relocation phase of the project.

The Developer/Owner of this project is:

Buckingham Village Apartments
c/o Paradigm Development Company
1415 North Taft Street, Suite 100
Arlington, Virginia 22201
Contact Person: Stanley W. Slotter and Micheline Castan-Smith
Phone Number: 703-527-7500

Paradigm Development Company (as agent for the Owner) will primarily be responsible for overseeing the Relocation Plan. Paradigm will likely hire or contract with a local organization capable of providing a bilingual Relocation Specialist(s) for this project who will be available on site to meet with Leaseholders to discuss the relocation process.

The Owner will maintain buildings in safe, decent and sanitary condition (according to the Virginia Uniform Statewide Building Code and the Arlington County Condition of Private Property, Noise and Zoning Ordinances) throughout process, until the last resident has vacated.

The Owner will comply with this regulatory requirement as well as all other applicable federal, state and local laws and regulations. In addition, the Owner will maintain adequate records in sufficient detail to demonstrate compliance with all applicable relocation requirements. The Owner will establish a Relocation Monitoring Report of all Leaseholders in occupancy as of the Arlington County Board Approval date (scheduled for April 21, 2007) (“ Vesting Date”) and all changes in occupancy will be appropriately documented.

Households with school-aged children will have priority for units located on site and affiliated properties (Ballston Park at Historic Buckingham Village and South Ballston Place Apartments).

Leaseholders with school-aged children will have first priority for units available in the summer so that the school-aged children will be able to continue their education at their current schools whenever possible.

Leaseholders from Village 1, 2 and 3 who are vested and in occupancy as of the Vesting Date will be given priority to rent units being redeveloped on Village 1 and 3. Village 2 residents who received their 120-Day Notice to Vacate on February 17, 2006 or on February 21, 2006 are considered to be vested and eligible for the services outlined in this plan.

Leaseholders wishing to return to the redeveloped Buckingham community and who qualify for an affordable unit will:

- 1) not be required to post a security deposit at affiliated properties (Ballston Park at Historic Buckingham Village, South Ballston Place, and other Arlington Partnership for Affordable Housing properties) any larger than the security deposit posted at the Buckingham Village Apartments – Village 1, 2 and 3,

- 2) have their rent payment history at Buckingham Village Apartments be “heavily weighted” when management is evaluating the minimum income requirements to rent an affordable unit and market rate unit (maximum income criteria are set by the tax credit program),
- 3) be placed on a priority list in accordance with the points the Leaseholder received on the prioritization schedule and
- 4) Be eligible for a relocation payment as outlined in the Relocation Payment section defined below

All Leaseholders will receive a 120-Day Notice to Vacate. Leaseholders not in compliance with the terms of their lease may receive additional notices from management related to the normal course of operations.

After the 120-Day Notice to Vacate has been issued, Leaseholders will not be required to provide any notices prior to ending their lease so as to provide maximum flexibility for the Leaseholder to take advantage of relocation options. Leaseholders are asked however, to provide some Notice to Vacate so the Relocation Payment can be processed (see Relocation Payment section below for more details).

Owner will provide a periodic report (attached Monthly Relocation Summary Report) to the County Relocation Program Coordinator. The owner will be available for periodic site visits from the Relocation Program Coordinator or staff.

COMMUNICATE INTENT REGARDING PROPERTY

An initial informational meeting was held in February of 2006, to advise residents of the potential redevelopment plans. Interpreters were present for meeting. Residents were kept informed via the Community Preservation Committee and joint community meetings and will continue to be kept informed by notices distributed by the property manager and community meetings (both in English and Spanish).

The following notices (except for Lease, Rules and Regulations and all Addendums) will be issued to the Leaseholder (in English and Spanish) in connection with this development:

1. All Leaseholders received their initial notice regarding the pending redevelopment of the site at their lease inception and / or lease renewal.
2. The Owner along with County staff and the Community Preservation Committee have provided general information about the plan to the Leaseholder via a joint community meeting and attendance at various Community Preservation Committee meetings being held between September 2006 and February 2007. In addition, the Owner will host an additional informational meeting with the Leaseholders on February 13, 2007 as well as upon County Board Approval of the redevelopment site plan. The Owner agrees to hold meeting related to the Relocation Plan at least annually.
3. The initial 120-Day Notices to Vacate (in compliance with Section 55-222 of the Code of Virginia) are expected to be issued late Spring / early Summer of 2007 (no earlier than April 21, 2007). Please note that not every Leaseholder will receive a 120-Day Notice to Vacate at the same time. This project is expected to take several years to complete and many Leaseholders will be able to remain in their current apartment for the duration of their normal tenancy. The proposed relocation-phasing plan is attached for reference purposes only. Please be aware that the attached relocation-phasing plan is not guaranteed, this plan may change during the course of this project. As part of the 120-Day Notice to Vacate, Owner will issue a notice to all Leaseholders giving them the name and contact information for the person who will be facilitating the relocation process.

The Owner will maintain a copy of all notices, forms, etc. in each Leaseholders file and will indicate the manner in which the notice was delivered to the Leaseholder (e.g., hand delivery, via mail).

RESIDENT QUESTIONNAIRE

Upon receipt of the 120-Day Notice to Vacate, the Owner will attempt to arrange a meeting with each Leaseholder to assist in the completion of the Resident Questionnaire and Priority Ranking System form (see attached). Upon completion of the Resident Questionnaire and Priority Ranking System form, all Leaseholders will receive a copy of the document for their records. The information provided by the Leaseholder within the Resident Questionnaire will serve dual roles:

- a) Allow the Owner to comply with the commitments of this Relocation Plan. Upon completion of this effort, a summary will be submitted to the County (attached Relocation Questionnaire Summary). In addition, Management will provide periodic Relocation Summary Reports to the County Relocation Program Coordinator.
- b) Provide specific Leaseholder information for the Prioritization Program (Priority Ranking System) for the affordable units (“tax credit units” and “committed affordable non-tax units”) for Leaseholders returning to the redeveloped community.

All Resident Questionnaires will be distributed to Vested Leaseholders prior to any new units being delivered and / or ready for occupancy.

Please note it is the residents responsibility to update the Priority Ranking System form when their status changes.

RELOCATION ASSISTANCE

1. Eligibility: To be eligible for relocation assistance the Leaseholder must be:

- a. in occupancy as of the Vesting Date
- b. in occupancy when a 120-Day Notice to Vacate is issued for the Leaseholders apartment.
- c. in compliance with their lease (overcrowding will not disqualify the leaseholder) however, all terms of the lease will be enforced prior to the issuance of the 120-Day Notice to Vacate.

2. Leaseholders who were in occupancy in the building on or before the Vesting Date are entitled to relocation benefits. If a Leaseholder has taken occupancy after the date stated above, Leaseholder is not entitled to collect relocation benefits in the event that it is necessary to vacate the apartment. Management intends to place the appropriate language within the lease. To the extent possible, Management will stop leasing available apartments no later than 60 days prior to issuing 120-Day Notices to Vacate.

3. Provide Relocation Assistance in the form of services and payments:

a. Relocation Services

The following services will be provided by the Owners (with County staff advice, where appropriate):

- For Leaseholders who meet income requirements and other eligibility requirements, a first priority for affordable units at Ballston Park at Historic Buckingham Village, Courthouse Crossing and other Arlington Partnership for Affordable Housing properties
- Personal interviews with Leaseholders who receive 120-Day Notice to Vacate, to determine relocation needs and preferences;
- Current listings of vacant units within the county and bordering jurisdictions within the resident’s ability to pay;
- Referrals to available units of interest to Leaseholders including an explanation of the displacement and a request for priority by the owner of available units for persons being displaced;

- An interpreter to assist Leaseholders with limited English in understanding the program and in applying for new housing;
- Letters of reference to Leaseholders explaining they are being displaced and not evicted.
- Be sensitive and to the extent possible accommodate the special problems of timing moves for families with school age children.
- On site assistance for packing furnishings for elderly and disabled Leaseholders.
- Relocation assistance services will be made available to Leaseholders during set business hours and also by appointment during evenings and weekends to accommodate residents.
- To the extent possible, relocation options will be located within the complex or in a neighboring complex (Ballston Park at Historic Buckingham Village Apartments, Gates of Ballston, etc.).
- Access to counselors within Arlington County regarding Homeownership Options.

b. Relocation Payments

Eligible Leaseholders in the Affected Area who are in compliance with their lease and have received an 120-Day Notice to Vacate will be eligible for the following relocation payment (one relocation payment per household).

- \$750 for an Efficiency
- \$900 for a One Bedroom
- \$1,050 for a Two Bedroom
- \$1,200 for a Three Bedroom

Leaseholders whose total household income is below the Very Low income level as set forth by HUD will receive a payment equal to 150% of the payment schedule (as detailed below. To determine a Leaseholder's eligibility for this increased relocation payment, the status of the Leaseholder as a Very Low Income Household must be documented. To that end, the Owner will obtain a current listing of Leaseholders receiving income assistance from Arlington County or other federal or state funds.

- \$1,125 for an Efficiency
- \$1,350 for a One Bedroom
- \$1,575 for a Two Bedroom
- \$1,800 for a Three Bedroom

Relocation payments, except in the case of hardships (as determined at the sole discretion of the Owner), will be paid out in two steps. Half of the relocation payment will be paid to the Leaseholder within fourteen (14) business days of the Owners receipt of a written notice from the Leaseholder of their planned move out date. The second half will be paid on the date the unit is actually vacated and the Leaseholder has turned in the keys.

If the Leaseholder demonstrates the need for a relocation payment in order to reduce or avoid a hardship, the Owner will issue the relocation payment prior to the move. In order to facilitate the move, payment will be made directly to contractors or landlord upon written request / consent by the leaseholder. Since every hardship may not be the same, the Owner will review each hardship situation on a case-by-case basis.

Please note there will be only one (1) relocation payment made for each unit; it is assumed that the payment will be made to the Leaseholder. Management, at their sole discretion, on a case-by-case basis, will evaluate any circumstance in which the Leaseholder is not in residency. If an occupant is not the Leaseholder but has been paying rent on a regular basis or has sublet the unit, the occupant must:

- Have written, notarized authorization from the current Leaseholder to become the new Leaseholder and
- Meet with Management and have the proper documentation prepared (fill out an application, etc.)

If a Leaseholder is relocated within Buckingham Village Apartments (areas not yet being redeveloped), Leaseholder will be entitled to the relocation benefits and services stated above.

Return of Security Deposit: For Leaseholders who have paid a Security Deposit, Management will make every effort to return the Security Deposits to Leaseholders within 10 business days from the date the resident permanently vacates and turns over their keys to Management, but no later than 45 days as required by Virginia law. In accordance with Virginia Law, any outstanding charges (i.e. rent) will be deducted from the security deposit.

**CUSTOMIZED PRIORITY RANKING SYSTEM
FOR THE RELOCATION AND PLACEMENT OF THE RESIDENTS
BUCKINGHAM VILLAGE 1, 2 AND 3**

Current residents who are qualified to rent the new affordable units at this property will be given an opportunity to lease new affordable units before they are marketed to the general public.

Residents interested in remaining at or returning to the completed development will be asked to complete a priority waiting list form that includes their name, address and phone number of the leaseholder, information on the current income, household composition, including elderly or disabled individuals, children under 18 years of age, and the length of their tenancy at these apartments. (It is understood that completion of this form does not pre-qualify residents for an affordable unit.)

The relocation service provider will assign preliminary points to each household meeting the following conditions in the following manner:

- 1 point for each child under 18 years of age
- 2 points for a member of the household 62 years of age or older
- 2 points for a member of the household with a disability
- 1 point for being previously displaced by redevelopment in Arlington County (no proof via documentation required)
- 1 point for each year of tenancy in the Buckingham community, including current Buckingham Villages tenancy plus up to 3 years' credit for tenancy in the neighboring Buckingham community (e.g. Gates of Ballston, Ballston Park at Historic Buckingham Village, and others) as evidenced in rental history records at Buckingham Village, as follows:
 - o 1 point for 1 year of tenancy
 - o 2 points for 2 years
 - o 3 points for 3 years
 - o 4 points for 4 years
 - o 5 points for 5 years
 - o 6 points for 6-10 years, and
 - o 7 points for over 10 years.

The form will be kept on file and updated when the household completes an application for an affordable rental unit at the time of leasing.

Applicants that meet the qualification standard and the income eligibility standards for an affordable unit will be placed on a list for a unit of the appropriate size and income category along with other eligible applicants. Applicants with the most points on the list at the time will be contacted and offered an opportunity to schedule an appointment to inspect and select from available units. Applicants wanting a unit in a later phase will be returned to the waiting list.

If a resident is offered a suitable unit and refuses to accept placement into this unit, they will forfeit their place on the prioritization schedule and will be placed at the end of the waiting list.

Please note it is the residents responsibility to update the Priority Ranking System form if their status changes.

Buckingham Redevelopment
Villages 1, 2 and 3
Priority Ranking System - Form

Date: _____

Leaseholder's Name: _____

Leaseholder's Address: _____

Leaseholder's Phone Number: _____

Current Income for Household: _____
(Every working adult's income)

Household Composition: _____
(Total number living in home)

Size of apartment requested: _____

How many members in the household are elderly: _____
(All 62 years of age or older)

How many members in the household are children: _____
(Children under 18 years of age)

How many members in the household have a disability: _____

How long have you lived at Buckingham Village Apartments: _____

How long have you lived in the Buckingham community: _____

Total Number Priority Ranking System Points: 0

Prepared By: _____

It is understood that completion of this form does not pre-qualify resident for an affordable unit.
It is the resident's responsibility to contact the office with changes within the household.

Resident Questionnaire

Name:	Property:
Apartment/Unit Address:	Home Phone: Work Phone:
Number of Bedrooms:	Current rent: \$ /month Utilities (gas & electric): \$ /month
Rental Assistance: Housing Grants Yes No	Section 8: Yes No Other:
Date first moved to property: Month: Year:	Total years and months:
Lease term: Month to month Yes No 12 month term Yes No	Expiration Date:
Total annual gross income, before taxes or deductions, from all sources for all household members, including wages, commissions, interest, dividends, Social Security, SSI Disability, pensions, TANF (Temporary Assistance to Needy Families), scholarships and other income: \$	
Total number of people (adults and children) living in apartment/home:	
Total number of school age children in apartment/home:	
Total number of adults aged 62 or over:	
Does anyone in the household have a disability:	
If more than one family is living in the unit, would one of the families be willing to relocate to a separate apartment? Yes No If yes, who?	
Have you ever been displaced within Arlington County?	If Yes, from what community?
Race (Circle those that apply) Select one: Hispanic or Non-Hispanic White Black/African American Asian American Indian/Alaskan Native Native Hawaiian/Other Pacific Islander American Indian/Alaskan Native & White Asian & White Black/African American & White American Indian/Alaskan Native & Black/African American Other Multiracial	
Primary language spoken in home:	

The information on this form is being collected for statistical and planning purposes only. The questionnaire should be completed by management or the resident, as necessary. The tenant's refusal to complete the questionnaire will not be cause for adverse treatment. This form must be turned over to the County but the information will be kept confidential and will not be used to discriminate against the resident or their family. The resident's completion of this questionnaire is voluntary. If the resident is uncomfortable answering any question, they should leave it blank.

Monthly Relocation Summary

Project Info and Statistics

Relocation Staff:

Address:

Tel:

Fax:

Email:

Hours of Operation:

Eff	1BR	2BR	3BR	4BR	Total

Project Start Date: (first 120s sent on)

Total Occupied Unit _____ Total Vacant Units _____ (On Project Start Date)

Occupied Renovated Units: _____ Current Residents: _____ New Residents: _____

Narrative

What services have been provided to assist residents in finding new units.

Example: Staff provided lists of vacant units after contacting neighboring apartment complexes.

Describe any ongoing maintenance issues/events.

Example: The boiler in building 41 was out of order for 2 days. Portable heaters were provided.

Describe any ongoing issues or concerns raised by residents with the relocation process? (eg. Qualifying for a new unit, family size, new rents)

Example: Some residents have voiced concern over not having an SSN.

What, if any, events for residents have been held within the last month? (eg. Resident meetings, workshops, community events)

Example: Management had a resident meeting on 4/4/2006 to discuss the tax credit forms that are necessary to rent a new unit.

Other Comments:

Add any other comments you might have here.

Phase	Phase I	Phase II	Phase III	Phase IV	Phase V
Start date					
Completion Date					
Total # of Units					
Occupied Units					
Vacant Units					
Number of Notices Issued					
Interviews Scheduled					
Interviews Completed					
Priority List					
11 - 15					
6 -10,					
1 - 5					
Temporary Relocation					
Scheduled					
Completed					
On site					
Off Site					
Permanent Relocation					
Scheduled					
Completed					
On Site					
Off Site					
Relocation Payments					
Partial					
Full					

Security Deposits					
In Process					
Paid					
Evictions for Cause					
Existing Residents Moving to:					
Affordable Units					
Market Units					
CANTU Units					

Buckingham Redevelopment V1&3 / Relocation/ Monthly Relocation Summary Revised 4-4-07

Relocation Questionnaire Summary for: _____

Total number of units to be affected by the relocation: _____

- * Number of units occupied at time of survey: _____
- * Number and percent of households completing interviews: _____
- * Number and percent of households refusing to participate: _____

The Tenant Households

<i>RACE and ETHNICITY</i>		
<i>Race</i>	<i>Non-Hispanic</i>	<i>Hispanic</i>
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black/African American		
Other Multiracial		

INCOME		
<i>Income ranges</i>	<i># of Households</i>	<i>% of Households</i>
0 – 40% of median		
41 – 44% of median		
45 - 50% of median		
51 – 54% of median		
55 – 60% of median		
61 – 80% of median		
Over 80% of median		

Number and percent over income for proposed affordable units: _____

Number and percent without enough income to pay minimum affordable rent: _____

Number and percent of elderly tenants: _____

Number and percent of tenants with special needs: _____

Number of children under 18 years old: _____

Number of school age children: _____

Number and percent of units overcrowded: _____

- * Number and percent of overcrowded households that can be accommodated in the appropriate size units after rehabilitation or construction: _____

Number and percent of households that must be permanently displaced: _____

- * Number of households with school age children: _____
- * Number and percent of elderly tenants: _____
- * Number and percent of disabled tenants: _____

Number and percent of households appearing to qualify to remain or return to affordable housing units upon project completion: _____

Prepared By: _____ Date: _____