



Using This Template

- Print this blank template or save a new copy of this template before completing digitally.
- Make multiple copies of the Notes page (pg. 2) based on your needs.
- Decide and mark whether the plan will be effective for 30/60/90 days based on the severity of the concerns.
- The Property Manager Concerns section are listed in 3 columns of decreasing severity, with Level 1 being most severe and Level 3 being least severe.
- When working with property managers, provide a blank copy of this document and discuss overall progress toward program goals (income increases, etc.) and only need-to-know details. Avoid discussing details of clients' private affairs.

Helpful Reminders & Housing First Principles

1. Eviction Prevention begins at program enrollment.

Review of this plan should be part of your initial conversation with the client to set clear roles and expectations of the program. Let your client know that even in the event of lease violations and eviction notices, you are here to support them and will be putting a plan in place to hold them accountable, problem-solve with them, and help them move forward.

You can use this script to guide your conversation:

"An Eviction Prevention Plan (EPP) aims to help you in your efforts to comply with housing requirements and avoid eviction, using a variety of activities and strategies to promote housing stability and prevent homelessness.

If you commit a lease violation or receive an eviction notice, we will meet to develop a written Eviction Prevention Plan together which will include action steps to resolve the issue. We will both sign the plan and agree to work together to do everything we can to keep you from returning to homelessness.

If we are unable to avoid eviction, it will be more challenging (although not impossible) to find a new rental unit for you. That is why we will do everything we can to avoid eviction, including finding a unit that meets your needs from the very beginning, checking in with each other often once you're in a unit, and agreeing to follow that Eviction Prevention Plan if you run into any challenges."

2. Problem-solving should be client-led.

One of the main principles of Housing First is that housing solutions should be client focused. If your client has received an eviction notice, there is clearly something about their current living situation that is not working well for them. Work with them to find a solution that meets their needs. That solution may be resolving this issue and remaining in this unit, or that may be finding another unit.

3. Eviction is not grounds for program termination.

Housing First programs do not require that clients maintain stable housing to maintain program enrollment. If the EPP is not effective in preventing eviction, a case manager should work with the client to problem solve and find a new housing option.



Eviction Prevention Plan

Participant Name: _____ **Date:** _____

Property Name: _____

Unit Address: _____
Street Name, Apt # *City,* *State* *ZIP Code*

This EPP will begin on the date above and be valid for the next [30 / 60 / 90] days. (circle one)

Property Manager Concerns: *(select all that apply)*

Level 1 Concerns

- 1st Eviction Notice
- 2nd Eviction Notice
- Nonpayment of Rent - No official eviction notice
- Charged with illegal behaviors
- Guest Policy - High Traffic
- Other: _____

Level 2 Concerns

- Damages to Unit
- Apartment Condition
- Housekeeping Issues
- Nonpayment of Utilities
- Property Manager Referral

Level 3 Concerns

- Reports of serious conflict with property manager
- Reports of serious conflict with other tenants
- Reports of serious lease violations
- Notice of Disturbance or Noncompliance
- Self-Referral

Participant Comments:

Major Action Steps / Goals:

_____	Goal Date: _____
_____	Goal Date: _____
_____	Goal Date: _____

The tenant understands (1) that this plan is in place as a direct response to a lease violation or eviction notice, (2) that failure to comply with this action plan may result in eviction from the unit listed above, and (3) that eviction may lead to challenges in identifying and securing a lease for a new rental unit.

Participant Signature: _____ **Date:** _____

Agency Staff Signature: _____ **Date:** _____

For Agency Use Only:		
Resolution Date: _____	Prevented Eviction	Evicted



EPP Progress Notes

Participant Name: _____ **Date:** _____

Time: _____ **Location:** _____

Check-in Type: Weekly 30-Day 60-Day 90-Day

Agency Staff: _____

Goals Discussed:

Outcomes/Progress Made:

Next Steps:

Other:
