

Recommended Steps for Property Managers

1. Send out a letter to all residents requesting those affected by the government shutdown to please contact the Property Manager (give deadline date).
2. Request documentation of federal employment from affected resident. See Frequently Asked Question #3 below for recommendations on supported documentation. Property managers should also be aware of local laws where special accommodations for federal employees impacted by the shutdown but not others could be a fair housing violation. See Frequently Asked Question #6 below for additional information.
3. Send follow up letter (see sample letter provided by NAA) to affected residents.
4. Draft payment agreement, review with resident and have them sign. Please check your company's policy on payback terms when there are multiple lease holders, and one is a federal employee, and one is not.

Properly document resident file with situation and agreement. (i.e., late fees waived once paid in full, payment due on the 15th and the 2nd, hold off on filing for eviction unless agreed upon terms are not met, etc.).