

59 19. Preparing agreements and documents for loans and grants to be made from the Virginia Housing Trust
60 Fund; soliciting, receiving, reviewing and selecting the applications for which loans and grants are to be
61 made from such fund; directing the Virginia Housing Development Authority and the Department as to the
62 closing and disbursing of such loans and grants and as to the servicing and collection of such loans; directing
63 the Department as to the regulation and monitoring of the ownership, occupancy and operation of the housing
64 developments and residential housing financed or assisted by such loans and grants; and providing direction
65 and guidance to the Virginia Housing Development Authority as to the investment of moneys in such fund.

66 20. Establishing and administering program guidelines for a statewide homeless intervention program.

67 21. Administering 15 percent of the Low Income Home Energy Assistance Program (LIHEAP) Block
68 Grant and any contingency funds awarded and carry over funds, furnishing home weatherization and
69 associated services to low-income households within the Commonwealth in accordance with applicable
70 federal law and regulations.

71 22. Developing a strategy concerning the expansion of affordable, accessible housing for older Virginians
72 and Virginians with disabilities, including supportive services.

73 23. Serving as the Executive Director of the Commission on Local Government as prescribed in
74 § 15.2-2901 and perform all other duties of that position as prescribed by law.

75 24. Developing a strategy, in consultation with the Virginia Housing Development Authority, for the
76 creation and implementation of housing programs and community development for the purpose of meeting
77 the housing needs of persons who have been released from federal, state, and local correctional facilities into
78 communities.

79 25. Administering the Private Activity Bonds program in Chapter 50 (§ 15.2-5000 et seq.) of Title 15.2
80 jointly with the Virginia Small Business Financing Authority and the Virginia Housing Development
81 Authority.

82 26. Developing a statement of tenant rights and responsibilities explaining in plain language the rights and
83 responsibilities of tenants under the Virginia Residential Landlord and Tenant Act (§ 55.1-1200 et seq.) and
84 maintaining such statement on the Department's website. The Director shall also develop and maintain on the
85 Department's website a printable form to be signed by the parties to a written rental agreement
86 acknowledging that the tenant has received from the landlord the statement of tenant rights and
87 responsibilities as required by § 55.1-1204. The Director may at any time amend the statement of tenant
88 rights and responsibilities and such printable form as the Director deems necessary and appropriate. The
89 statement of tenant rights and responsibilities shall contain a plain language explanation of the rights and
90 responsibilities of tenants in at least 14-point type. The statement shall provide the telephone number and
91 website address for the statewide legal aid organization and direct tenants with questions about their rights
92 and responsibilities to contact such organization.

93 27. Developing a statement of tenant rights and responsibilities explaining in plain language the rights and
94 responsibilities of tenants under the Virginia Manufactured Home Lot Rental Act (§ 55.1-1300 et seq.) and
95 maintaining such statement on the Department's website. The Director shall also develop and maintain on the
96 Department's website a printable form to be signed by the parties to a written rental agreement
97 acknowledging that the tenant has received from the landlord the statement of tenant rights and
98 responsibilities as required by § 55.1-1303. The Director may at any time amend the statement of tenant
99 rights and responsibilities and such printable form as the Director deems necessary and appropriate. The
100 statement of tenant rights and responsibilities shall contain a plain language explanation of the rights and
101 responsibilities in at least 14-point type. The statement shall provide the telephone number and website
102 address for the statewide legal aid organization and direct tenants with questions about their rights and
103 responsibilities to contact such organization.

104 28. Developing a sample termination notice that includes language referencing acceptance of rent with
105 reservation by a landlord following a breach of a lease by a tenant in accordance with § 55.1-1250. The
106 sample termination notice shall be in at least 14-point type and shall be maintained on the Department's
107 website.

108 29. Developing and operating a Virginia Residential Sites and Structures Locator database to assist
109 localities in marketing any structures and parcels determined by the locality to be suitable for future
110 residential or mixed-use development or redevelopment and that are under (i) public ownership, (ii) public
111 and private ownership, or (iii) private ownership if the owner or owners have authorized the locality to
112 market the structure or parcel for future residential or mixed-use development or redevelopment purposes.

113 30. Conducting a comprehensive statewide housing needs assessment at least every five years, which shall
114 include (i) a review of housing cost burden and instability, supply and demand for affordable rental housing,
115 and supply and demand for affordable for-sale housing and (ii) regional or local profiles that focus on specific
116 housing needs of particular regions or localities.

117 31. Developing a statewide housing plan that reflects the findings of the statewide housing needs
118 assessment conducted pursuant to subdivision 30, which plan shall include measurable goals and be updated
119 at least every five years to reflect changes in the Commonwealth's housing goals, and providing an annual
120 report to the General Assembly on progress toward meeting the goals identified in such plan and the

121 availability of housing that is accessible to people with disabilities.

122 32. Collecting reports submitted by localities pursuant to § 36-139.9 in any manner prescribed by the
123 Department, including any forms developed by the Department to collect the information required to be
124 reported by the localities pursuant to such section and publishing such reports on its website.

125 33. *Developing a standardized printable template [for a landlord , based on the input of relevant
126 stakeholders, that a landlord may use] to provide a tenant a written statement pursuant to subsection F of
127 § 55.1-1209 itemizing [(i) rent; (ii) the cost of each utility included within the rental payment, listed
128 separately; (iii) any additional fees; (iv) payments credited; and (v) any outstanding balance all debits and
129 credits to the account, including any application fee, application deposit, security deposit, rent, and
130 additional charges that comprise rent]. The Director shall maintain such template on the Department's
131 website. The Director may develop a plain language explanation of the purpose of such template available to
132 the public for educational use.*

133 34. Carrying out such other duties as may be necessary and convenient to the exercise of powers granted
134 to the Department.

135 **§ 55.1-1209. Confidentiality of tenant records.**

136 A. No landlord or managing agent shall release information about a tenant or prospective tenant in the
137 possession of the landlord or managing agent to a third party unless:

138 1. The tenant or prospective tenant has given prior written consent;

139 2. The information is a matter of public record as defined in § 2.2-3701;

140 3. The information is a summary of the tenant's rent payment record, including the amount of the tenant's
141 periodic rent payment;

142 4. The information is a copy of a material noncompliance notice that has not been remedied or a
143 termination notice given to the tenant under § 55.1-1245 and the tenant did not remain in the premises after
144 such notice was given;

145 5. The information is requested by a local, state, or federal law-enforcement or public safety official in the
146 performance of his duties;

147 6. The information is requested pursuant to a subpoena in a civil case;

148 7. The information is requested by a local commissioner of the revenue in accordance with § 58.1-3901;

149 8. The information is requested by a contract purchaser of the landlord's property, provided that the
150 contract purchaser agrees in writing to maintain the confidentiality of such information;

151 9. The information is requested by a lender of the landlord for financing or refinancing of the property;

152 10. The information is requested by the commanding officer, military housing officer, or military attorney
153 of the tenant;

154 11. The third party is the landlord's attorney or the landlord's collection agency;

155 12. The information is otherwise provided in the case of an emergency;

156 13. The information is requested by the landlord to be provided to the managing agent or a successor to
157 the managing agent; or

158 14. The information is requested by an employee or independent contractor of the United States to obtain
159 census information pursuant to federal law.

160 B. Any information received by a landlord pursuant to § 55.1-1203 shall remain a confidential tenant
161 record and shall not be released to any person except in response to a subpoena.

162 C. A tenant may designate a third party to receive duplicate copies of a summons that has been issued
163 pursuant to § 8.01-126 and of written notices from the landlord relating to the tenancy. Where such a third
164 party has been designated by the tenant, the landlord shall mail the duplicate copy of any summons issued
165 pursuant to § 8.01-126 or notice to the designated third party at the same time the summons or notice is
166 mailed to or served upon the tenant. Nothing in this subsection shall be construed to grant standing to any
167 third party designated by the tenant to challenge actions of the landlord in which notice was mailed pursuant
168 to this subsection. The failure of the landlord to give notice to a third party designated by the tenant shall not
169 affect the validity of any judgment entered against the tenant.

170 D. A landlord or managing agent may enter into an agreement with a third-party service provider to
171 maintain tenant records in electronic form or other medium. In such case, the landlord and managing agent
172 shall not be liable under this section in the event of a breach of the electronic data of such third-party service
173 provider, except in the case of gross negligence or intentional act. Nothing in this section shall be construed
174 to require a landlord or managing agent to indemnify such third-party service provider.

175 E. A tenant may request a copy of his tenant records in paper or electronic form. If the rental agreement so
176 provides, a landlord may charge a tenant requesting more than one copy of his records the actual costs of
177 preparing copies of such records. However, if the landlord makes available tenant records to each tenant by
178 electronic portal, the tenant shall not be required to pay for access to such portal.

179 F. *If a tenant requests in writing a copy of his tenant records pursuant to subsection E, [and as a
180 condition of the rental agreement such tenant's rent payment incorporates payment for one or more utility
181 charges, including electricity, gas, water, sewer, trash, or other utilities and services, the landlord shall
182 within 10 business days of the request provide, in addition to any other tenant records, a written statement*

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183 *containing all fees, credits, and payments incurred by the tenant over the duration of the tenancy or the past*
184 *12 months, whichever is shorter. Such statement shall itemize separately rent and the cost of each utility the*
185 *landlord shall provide within 10 business days, either in writing or via an electronic portal available at no*
186 *charge to the tenant, a statement of the tenant's account itemizing and describing all debits and credits to the*
187 *account, including any application fee, application deposit, security deposit, rent, and additional charges*
188 *that comprise rent in accordance with the rental agreement, incurred by the tenant over the duration of the*
189 *tenancy or the past 12 months, whichever is shorter]. If the landlord does not receive utility bills specific to*
190 *each dwelling unit, the landlord may itemize utility charges using a reasonable allocation method and shall*
191 *disclose such allocation method to the tenant on such written statement. The landlord may use the template*
192 *developed pursuant to subdivision 33 of § 36-139 to create such written statement. The provisions of this*
193 *subsection shall not apply to any landlord that owns fewer than four rental dwelling units or less than a 10*
194 *percent interest in more than four rental dwelling units, whether individually or through a business entity, in*
195 *the Commonwealth unless such landlord receives any state or local rental or utility assistance funds on*
196 *behalf of the tenant.*

197 **[2. That the Director of the Department of Housing and Community Development, in developing the**
198 **standardized printable template pursuant to subdivision 33 of § 36-139 of the Code of Virginia, as**
199 **amended by this bill, shall consider the input from relevant stakeholders including the Virginia**
200 **Apartment Management Association, the Apartment and Office Building Association of Metropolitan**
201 **Washington, and the Virginia Poverty Law Center.]**