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## **Know Your Rights: A Guide for Tenants Renting in the State of Virginia**

### **Introduction**

Under Virginia law, tenants have certain rights when they move in, while they are renting, and before they can be evicted. You are a tenant if you pay regular amounts of rent during regular time periods, such as once a month or once a week. You also are a tenant if you have lived in a hotel or motel for more than 90 days, or you are subject to a written lease for a period of more than 90 days. You are not a tenant if you have lived in a hotel or motel for less than 90 days. In this case, the only legal right you have is to receive a five day “pay or quit” notice before your landlord evicts you by self-help without going to court.

### **Lease Agreements**

Starting July 1, 2019, landlords must offer written leases. If the landlord does not do that, the law sets out a specific lease that will apply. This lease has these rules:

- The lease is 12 months with no automatic renewal.
- Rent is paid in 12 monthly payments.
- Rent is due on the first of the month and late after the fifth of the month.
- A reasonable late fee may be charged.
- The security deposit can be no more than two months’ rent.
- The landlord and tenant still may enter into a written lease.

A lease is a contract stating what the landlord will do and what you as the renter will have to do. The law generally will make you follow all the terms of lease, so make sure you clearly understand what you have agreed to do. Pay careful attention to the following items:

1. How much the rent will be per month.
2. How much the security deposit will be, if there is one.
3. What day is the rent due and when is it considered late.
4. How much is the late fee, if you are late with the payment.
5. How long the lease runs: month-to-month, 6 months, one year.
6. How many days advance notice do you have to give if you wish to move.
7. Whether the electric, heat, water and sewer are included in the rent.
8. Whether a refrigerator and stove are provided by the landlord.
9. What you must do to get repairs made.
10. Any specific rules or other charges.

***IMPORTANT TIP: If you and the landlord agree to something that is not written in the lease, for example specific repairs the landlord will make, add it to the lease and have both you and the landlord initial and date it. You also can write the agreement on a piece of paper, have both you and the landlord sign and date it, and keep a copy for yourself.***

## **Security Deposits**

Most landlords will make you pay a security deposit before you move in. Under Virginia law, the security deposit cannot be more than 2 months' rent. The security deposit is held by the landlord until you move out to cover the cost of any damages, above reasonable wear and tear, you may make to the apartment or house while you live there, or any unpaid rent or other charges that you owe. If you leave owing no money and the premises are clean and in generally the same condition as when you first moved in, the security deposit will be returned to you. However, if there are damages or money owed, the landlord will keep the security deposit.

Within 45 days after you move out, the landlord must return the security deposit, or send you an itemized list of the damages or charges deducted from the security deposit. If the landlord does not do either of these things within 45 day period, or if you disagree with the itemized list of the damages or charges, you can go to court and sue for the return of your security deposit.

***IMPORTANT TIPS: Always thoroughly check the rooms, appliances, and plumbing before you move in to an apartment. As soon as you move in, make a list of all the things wrong with the apartment or house, sign and date it, give a copy to the landlord, and keep a copy for yourself. This will protect you from being charged for them later.***

***When you are ready to move out, make an appointment with the landlord to inspect the premises together so you can agree on its condition. If you are concerned as to return of the deposit, you also may want to take photos when you move out so you can later prove how you left the premises. Always return the keys and if you expect return of the deposit, leave a forwarding address. When you move, take everything with you in as short a period of time as possible. Property you leave can be treated as abandoned. Unless specifically agreed to by the landlord, do not use the security deposit to pay your last month's rent as your landlord could bring an eviction action when the rent is not paid timely.***

## **Repairs**

Under Virginia law, unless properly agreed otherwise, all landlords must do these things:

- Follow building and housing codes affecting health and safety.

- Make all repairs needed to keep the place fit and habitable.
- Keep in good and safe working order all electrical, plumbing, sanitary, heating, ventilating, air conditioning and other facilities and appliances that the landlord supplies.
- Supply water, hot water, air conditioning if provided, and heat in season; unless the tenant alone controls the heat, air conditioning, or hot water, or unless provided directly by a utility company to the tenant on a separate meter.
- Pay for pest treatment or extermination, unless the tenant is at fault or the tenant unreasonably delayed in reporting the pests.

Under Virginia law, all tenants must do these things:

- Keep your rented space and plumbing as clean and safe as conditions permit.
- Use all utilities and appliances reasonably, and get rid of trash.
- Not destroy or mess up the property, or allow anyone else to.
- Not disturb your neighbors, or allow anyone else to.
- Follow the lease and reasonable rules of your landlord.
- Keep that part of the premises you occupy free from insects and pests, and promptly notify your landlord of the existence of any insects or pests.
- Pay for pest treatment or extermination if you are at fault in failing to prevent infestation.
- Pay for the added cost of pest treatment or extermination if you unreasonably delay in reporting the pests.

If something needs to be repaired that is the landlord's responsibility, you must notify the landlord in writing of the problem and give a reasonable time to fix it. If it is an emergency, such as lack of heat or water, your landlord should fix it within 1-3 days. Other repairs must be made within a reasonable time, usually 21 days. Your letter should specify the repairs needed and a time by which to fix each problem. As you must give your landlord access to your home to make repairs, you may also want to put in the letter what times of day are best for you, or how the landlord can reach you for permission to enter the premises.

***IMPORTANT TIP: You should always notify your landlord in writing of any repairs that need to be made. Even if you speak to him or her about the problem, follow it up with a letter confirming the conversation. Mail the letter by 1<sup>st</sup> class mail – not an email or text message. In addition, you can use certified mail, return receipt requested, so you will have proof of it being sent and received. Always make a copy for your records of each letter you send.***

The requirement of a written notice of repairs can also be met by calling your local housing inspector and having them inspect the premises. The inspector will then send a notice to the landlord and to you listing the repairs that need to be made, and a time frame to make them.

If repairs aren't made in a reasonable time, you can take your landlord to court with a Tenant's Assertion or a "rent escrow" case. At this point, it probably is best to get legal help. To do this, you must be completely current in payments to your landlord, and you must pay your next month's rent into court within 5 days of the due date. You fill out a "Tenant's Assertion

and Complaint” (Form DC-429) at the General District Court for the County or Independent City where you live. You can attach to the Tenant’s Assertion a copy of the inspection report or your repair letter to the landlord. You also can list the bad conditions on the form.

To file and serve the papers will cost about \$58. You may ask the clerk for a “Petition for Proceeding in Civil Case without Payment of Fees or Costs” (Form CC-1414) if you can’t afford to pay. When you fill out the Tenant’s Assertion, you fill in the name and physical address of the true owner of the property as the Defendant-Landlord.

If you are not completely certain about the name and physical address of the true owner of the property, you will have to do a real property search. Google “real property search” and the name of your County or Independent City. For example, “Richmond real property search.” You also can call your local officials in your County or Independent City.

If the true owner is not a natural person – for example, a corporation or a limited liability company (LLC) – there is one more thing you have to do. You must get the name and physical address of the registered agent of the company. To get this, call the Virginia State Corporation Commission at 804-371-9733 or 866-722-2551. When you fill out the Tenant’s Assertion, you fill in the name of the company as the Defendant-Landlord, and the name and physical address of their registered agent.

When you fill out the Tenant’s Assertion, you need to decide what you want the judge to do. You can ask the judge for any of these things: to order repairs completed before your rent is released to the landlord; to order repairs and return of some (or all) of the rent money to you for having to put up with the bad conditions; to order your lease ended so you can move out without paying future rent.

After filing the Tenant’s Assertion, the court sets a hearing date and has the landlord served with a summons to court. You can also ask the clerk to subpoena the building inspector if there was one, and any other witnesses who have agreed to help you. Subpoenas cost \$12 each, unless your filing fees were waived. Before the hearing date, you should get together your list of problems, a copy of your notice letter, certified mail return receipt (if any), the inspector’s report, any pictures or videos, and your rent receipts.

When the case is heard, you will present your evidence first. The landlord or judge may ask you questions. Ask the inspector and your witnesses to testify after you. Then the landlord gets to present evidence and witnesses. You can question them about what they have said, but don’t argue with them. If you do not come to court on your trial date, the court will dismiss your case. If you come to court and the other side does not, you should get a judgment. If both sides come to court, the judge will hear both sides and decide who wins.

***IMPORTANT TIP: NEVER withhold your rent while awaiting repairs to be made or you could face possible eviction. Instead, you must be current in your rent and follow the procedures outlined above.***

## Terminating or Ending Your Tenancy

There are certain procedures both you and your landlord must follow to properly end your tenancy. If you have a written lease, the notice requirements for termination should be contained in the lease. If it is a month to month lease, 30 days is usually required. If it is a year's lease, the lease will usually state that your notice – that you will not be renewing the lease – must be given 30 or 60 days before the lease ends. Often times, a year's lease will change into a month to month lease after the year runs, or it may be for another year. Check the lease carefully!

***IMPORTANT TIP: If you do not give the proper written notice when you are moving, you may be held liable for additional rent even if you no longer live on the premises.***

If either you or the landlord breach the lease for a reason other than non-payment of rent, a notice can be sent stating that if the problem is not corrected within 21 days, the lease will terminate in 30 days. Note, even if you correct the problem, if the same problem happens again, the landlord does not have to give you another 21 day time period to fix the problem, but rather can simply serve you with a 30 day notice. If the breach of the lease is not capable of being corrected, then a straight 30 day notice can be set.

If you fail to pay the rent or other charges on time, the landlord can try to end your tenancy by sending you a 5 day pay or quit notice. If you pay all the money requested within the 5 day period, your lease will not be terminated.

***IMPORTANT TIP: Even if the time period has run on any notice to terminate your tenancy, the landlord cannot put you out, deny access to your home or shut off utilities to get you out. Rather they must first take you to Court, get a judgment of possession, and get a Court ordered Writ of Eviction.***

Note, if you commit a criminal or willful act that is a threat to health or safety, the landlord is not required to send a notice to terminate your tenancy, but rather can simply proceed with the filing of a court action for possession.

## Eviction

Once your tenancy has been terminated by a proper notice, if you are still residing in the premises, the landlord can file a Summons for Unlawful Detainer (eviction) lawsuit in court seeking possession of the premises and any money you might owe. The Sheriff will serve you with the court papers which will state why the landlord wants you evicted, how much money they are claiming, and the date and time of your court appearance.

Under Virginia law, tenants get three chances to pay their rent late and stay, and starting July 1, 2019, they will have a fourth chance.

The first chance is within any grace period of the lease (if any). If you pay the rent within the grace period, you get to stay. You may do this any number of times.

The second chance is after the grace period (if any) ends and before the landlord has filed an unlawful detainer eviction lawsuit. Usually this is the time during which the landlord has given you a 5 day pay or quit notice. If you pay the rent and the late fee during this time period, you get to stay. You may do this any number of times.

The third chance is after the landlord has filed an unlawful detainer eviction lawsuit and on or before the court date. This is called a redemption (pay and stay), or a redemption tender (an offer to pay and stay).

A redemption means the eviction lawsuit must be dismissed as paid if you pay the landlord, the landlord's attorney, or the court all amounts owed as of the court date. All amounts owed means all rent (including a new month's rent if that has come due), all late fees set forth in a written lease (including a new month's late fee if that has come due, court costs, and reasonable attorney's fees (if a landlord's attorney is involved). If there is a redemption, always get a receipt and come to court with the receipt to make sure the case is dismissed paid.

A redemption tender means you come to court on the first court date and show the judge a written commitment from a local government or non-profit agency to pay all or part of the redemption amount. If so, the judge must postpone the case ten days and allow you to come back with the full redemption amount on that day. Again, get receipts and come to court with them to be sure the case is dismissed as paid. If not, the landlord gets an order of possession.

As of July 1, 2019, tenants will get a fourth chance to pay their rent late and stay, which is an extended right of redemption (extended right to pay and stay). If the landlord wins the lawsuit, the judge will issue an order of possession. After that, the landlord may ask the court to issue a writ of eviction. This goes from the clerk to the Sheriff to the tenant, and authorizes the Sheriff to evict on a specific date. The Sheriff must give you at least 72 hours advance notice of the eviction, and usually gives about 7-10 days.

Under the extended right of redemption, you can pay the landlord, the landlord's attorney, or the court all amounts owed as of two business days before the Sheriff's scheduled eviction date. All amounts owed means all rent (including a new month's rent if that has come due), all late fees set forth in a written lease (including a new month's late fee if that has come due), court costs, Sheriff's fees, and reasonable attorney's fees (if a landlord's attorney is involved). Payment must be by cashier's check, certified check, or money order. If so, the Sheriff's eviction is cancelled. Confirm with both the landlord and the Sheriff to be sure.

***IMPORTANT TIP: You may do a redemption, a redemption tender, or an extended redemption, only once in any 12 month period of time that you continue to live in the same place.***

At the court date, the judge will call your name and ask whether you admit or deny what the landlord said in the unlawful detainer. If you admit it, the Court will enter an order of

possession for the property, as well as a money judgment for the rent, damages, costs, and fees sought by the landlord. If the landlord asks, the Judge can give immediate possession and allow the landlord to get a Writ of Eviction right away. However, you cannot be evicted until your 10 day appeal period has passed. If the landlord does not ask for immediate possession, the Writ cannot be issued until the 10 day appeal period has passed. The Sheriff will provide you the Writ of Eviction, as well as at least 72 hours' notice of the date the actual eviction will occur.

If you disagree with the landlord, the court will usually set another date to actually try the case. The judge also will ask both you and the landlord if you want the other side to put in writing why each feels they are right. The landlord's writing is called a Bill of Particulars which explains why they are entitled to both possession and any money sought. Your writing is called a Grounds of Defense which explains why the landlord is wrong. The judge will set dates when these are due to be filed with the court and to be sent to the other side. If they are not done by the required dates, you can automatically lose without ever having the trial

If you ask the case to be set for another day, the landlord can ask the court that you pay all the rent owed to the court until the trial date. Unless you have a good defense to the case, the judge will give you 7 days to pay the money to the court. If you fail to make the payment on time, the landlord can ask for judgment without ever having the trial.

When the case is heard, all witnesses will have to speak under oath. The landlord goes first. You will get a chance to question the landlord and any other witnesses. After that, you and your witnesses will testify. Then the landlord gets to ask questions. At the end, each side can make a short closing argument, telling all the reasons the judge should decide the case for the landlord or the tenant. After hearing both sides, the judge will decide the case. If you win, you can stay on as if the case never came to court. The losing party has a 10 day appeal period.

To appeal from General District Court to Circuit Court, you must do three things within ten days of the judgment:

- Fill out a Notice of Appeal (Form DC-475) in the General District Court Clerk's office
- Pay, or get the court to waive (forgive), the fees of the Circuit Court.
- Pay, or get the court to waive (forgive), the appeal bond.

In a nonpayment of rent case, the appeal bond cannot be waived. Starting July 1, 2019, to appeal an eviction judgment based on nonpayment of rent, you still must post an appeal bond for the amount of the money judgment for rent. But after that, you must only pay ongoing rent as it becomes due.

***IMPORTANT TIP: Simply making some payments to the landlord after the judgment will not stop the eviction. The landlord can take your money and still proceed unless everything you owe has been paid, and you are able to use the extended right of redemption after July 1, 2019. Even then, check with both the landlord and the Sheriff to make sure the eviction has been cancelled.***

*Authorized by Steve Dickinson, Esq., Executive Director, P.O. Box 12206, Richmond, VA 23241*

# THE EVICTION PROCESS IN VIRGINIA



## 1 Notice of Default or Termination

Before filing in court, the landlord must give you written notice of lease termination.

It usually gives 5 days' (for unpaid rent) or 30 days' warning.



## 2 Summons for Unlawful Detainer

When the landlord sues, you will receive a Summons.

It gives the date, time, and location for your first hearing in court.



## 3 Court Date

You must go to court if you want to fight your case.

If it is only for unpaid rent, you might have the right to pay everything by the court date and avoid a judgment.



## 4 Judgment for Possession

If the judge rules for the landlord, they get a judgment for possession. This means they can take the next steps to evict you.



## 5 Appeal Period

After a judgment, you have 10 days to appeal. In that time, you will need to file appeal papers and pay the court all rent owed, an amount the judge will set.



## 6 Writ of Eviction

After getting a judgment for possession, the landlord asks the court for a 'writ of eviction.' It instructs the sheriff to schedule the eviction.



## 7 Eviction Notice

Soon after receiving the writ, the sheriff will give you a copy and a notice with the date and time they will return to evict you. This happens at least 72 hours before the eviction.



## 8 Extended Redemption

Up until two business days before the scheduled eviction, you might have the right to pay everything you owe and stay in the home.



## 9 Eviction by Sheriff

Unless the court or landlord cancels the eviction, the sheriff will return on the date and time on the notice to physically remove you and have the locks changed.



## Evictions from Hotels: What You Need to Know

### I live in a hotel. Can the hotel evict me without taking me to court?

**More than 90 days.** If the hotel or boarding room has been your primary residence for more than 90 days or you have a written lease for at least 90 days, you have legal protections against eviction just like a tenant in an apartment or house.

- It is illegal for a hotel to evict you without getting a court order and involving the sheriff's office.
- If the eviction is for nonpayment of rent, the hotel must give you a written 14-day notice before filing in court. The notice must tell you how much you owe and give you 14 days to pay or the hotel will end the lease/reservation. Until the COVID-19 state of emergency ends, the notice must also give you information on how to apply for rent relief funds.
- After the 14 days are up, the hotel must file an "unlawful detainer" case in court to ask for a court order to evict you.

**90 days or less.** If you have lived there for 90 days or less and do not have a lease of at least 90 days, you do not have the same legal protections against eviction.

- A landlord can evict you without taking you to court.
- If the room or suite has been your primary residence, the landlord must give you a written 5-day notice of nonpayment before evicting you.
- If it is not your primary residence, the landlord can evict you without notice.

### If the hotel evicts me illegally, what can I do?

**Sue the hotel in court.** If you qualify for legal protections against eviction (90+ days tenant) but the hotel tries to put you out without going to court, you sue the hotel and ask the court for an order to let you back in.

- You can file with the local General District Court asking for an emergency hearing to get you back into the unit. This is called a "Petition for Relief from Unlawful Exclusion." Because it is an emergency, the court should hear the case within five days of when you file (beginning July 1, 2021).

**If you are facing eviction, the hotel attempts to lock you out without taking you to court, or if you have questions about your rights, contact your local legal aid by calling 1-866-LEGL-AID or get legal advice from the Eviction Legal Helpline by calling 1-833-NoEvict.**

## Unlawful Eviction Toolkit:

### What to do if your landlord evicts you without a court order & sheriff's notice

Your landlord may not cut off your utilities, lock you out of your home, or evict you without giving notice and going to court. You do not have to move out just because your landlord tells you to leave or because they file an eviction lawsuit (called a “Summons for Unlawful Detainer”) against you. Your landlord *must* wait until they win in court, and then they can file for the local Sheriff’s Department to evict you.

**If your landlord cuts off utilities, locks you out, or evicts you without giving notice and going to court, you have a quick remedy by filing a lawsuit (called a “Tenant’s Petition for Relief from Unlawful Exclusion”) against your landlord. Contact your local legal aid by calling 1-866-LEGL-AID or get legal advice from the Eviction Legal Helpline (1-833-NoEvict.)**

**Where to file:** Go to the General District Court in the city or county where your home is located and file a lawsuit called a “Tenant’s Petition for Relief from Unlawful Exclusion (Form DC-431).”

- You can use the form that is attached or ask the clerk for Form DC-431.
- You can file this on your own, by yourself, without an attorney.

**How to fill out the form:** When you fill out the Tenant’s Petition, you fill in the name and physical address of the true owner of the property as the Defendant-Landlord.

- If you are not certain about the name and physical address of the true owner of the property, you will have to do a real property search. Google “real property search” and your County or Independent City. For example, “Richmond real property search.”
- If the true owner is not a natural person – for example, a corporation or a limited liability company (LLC) – there is one more thing you have to do. You must get the name and physical address of the registered agent of the company. To get this, call the Virginia State Corporation Commission at 804-371-9733 or 866-722-2551 or go on their website (<https://cis.scc.virginia.gov/EntitySearch/Index>) and enter the name of the company where it says “Entity Name” and look for the information for their registered agent under “Registered Agent Information.”
- When you fill out the lawsuit, you fill in the name of the company as the Defendant-Landlord, and the name and physical address of their registered agent.
- When you fill out the lawsuit, you need to decide what you want the judge to do. You can ask the judge for any of these things: allow you back into the house (i.e.—to recover possession), turn back on your utilities, end the rental agreement, or get back any money you had to spend because you were locked out (i.e.—recover your actual damages) and attorney’s fees. Beginning July 1, 2021, you can also ask for something called “statutory damages,” which is a monetary penalty that the judge will order the landlord to pay you if you win the case. You can ask for statutory damages of \$5000 or four months’ rent, whichever is more.

**Pay the filing fee:** Filing the case and having the sheriff serve the lawsuit on your landlord will cost about \$58. You can ask the clerk for the exact amount.

- You may ask the clerk for a “Petition for Proceeding in Civil Case without Payment of Fees or Costs” (Form CC-1414) if you can’t afford to pay the fee. But, this may cause a delay in your case.
- You should send a letter with a copy of your lawsuit to your landlord to let them know you have filed a lawsuit against them.
- Keep a copy of the form and the letter to your landlord.

**Setting the court hearing date:** After filing your lawsuit, the court sets a hearing date and has the landlord served to make sure they know to come to court.

- Your court date should be heard quickly; beginning July 1, 2021, it must be heard no more than five days after you file your lawsuit.
- If you do not come to court on your trial date, the court will dismiss your case. If you come to court and the other side does not, you should get an order for the relief you requested (such as terminating the lease or requiring the landlord to let you back into your home) but the judge may set another court date on damages (money.)

**Preparing for your case:** Before the hearing date, get your evidence together and practice what you want to tell the judge.

- Ask the clerk to help you subpoena witnesses who have agreed to come to court.
- Subpoenas cost \$12 each, unless your filing fees were waived.
- Gather evidence, such as a copy of your lease if you have one, text messages or emails with your landlord, receipts, and pictures.

**What happens at your court date:**

- When the case is heard, you will present your evidence first.
- The landlord or judge may ask you questions. Then the landlord gets to present evidence and witnesses.
- You can question them about what they have said, but don’t argue with them.
- If both sides come to court, the judge will hear both sides and decide who wins.

**What to do your landlord continues to harass you after you file your case:** If you feel comfortable doing so, call the police.

- Be prepared to show the police your copy of the “Unlawful Exclusion” lawsuit.
- Call your local legal aid for further help.

*This is general legal information, not legal advice about a specific case. If you have questions or want advice about your individual case, please contact legal aid or VPLC at the phone numbers listed below.*

**If you are facing eviction, your landlord attempts to lock you out without taking you to court, or you have questions about your rights, contact your local legal aid (1-866-LEGL-AID) or call the Eviction Legal Helpline for advice (1-833-NoEvict.)**