

## WHAT YOU'LL LEARN

- How to reduce crime on or around rental property
- Benefits of applicant screening
- Tips to strengthening rental agreements
- Landlord/Tenant Laws
- Benefits of active management
- Fair Housing laws
- Crisis resolution and eviction process
- Crime Prevention Through Environmental Design (CPTED)
- Warning signs of gang and drug activity
- Management responsibilities if residents or guests are conducting illegal activities on or near the rental property
- Working with police officers
- Domestic Violence laws
- Code compliance basics
- Human/social service resources
- Housing Choice Voucher (Section 8) Program information
- Benefits of being engaged with surrounding community

## BENEFITS OF CRIME-FREE HOUSING CERTIFICATION

- A stable, more satisfied resident base
- Increased demand for rental units with a reputation for active management
- Lower maintenance and repair costs
- Increased property values
- Improved personal safety for residents, landlords, and managers
- Increased partnership between community members and police officers in crime prevention
- Marketing and cross-promotional opportunities for the property

## WHO SHOULD PARTICIPATE

- Owners of rental properties
- Managers of rental properties
- Law enforcement
- Security personnel
- Volunteers

**THE NEXT STEP** To qualify your property as a Crime Free Housing community is to submit the registration form for the next Phase 1 training session.

## TRAINING INFORMATION

### WEDNESDAY AND THURSDAY

March 19-20, 2014  
June 18-19, 2014  
August 20-21, 2014  
October 22-23, 2014

### TIME

8 a.m.-5 p.m. on each day of training (*check-in at 7:45 a.m.*)

### LOCATION

Tacoma Fleet Operations Building  
3639 S. Pine St., Tacoma, WA 98409

### LUNCH

On your own

### PARKING

VERY LIMITED

### COST

There are no costs for those who own, manage or rent property within Tacoma city limits. The cost is \$50 for everyone else.

***15 Continuing Education clock hours are available through the Washington Association of Realtors for a cost of \$10***

### REGISTRATION

ChiQuata Elder  
City of Tacoma  
Crime Free Programs Coordinator  
Phone (253) 591-5163 | Fax (253) 573-2585  
celder@cityoftacoma.org



City of Tacoma  
Neighborhood and Community Services Department  
747 Market St., Room 208  
Tacoma, WA 98402  
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# TACOMA CRIME FREE HOUSING PROGRAM

City of Tacoma  
Neighborhood and  
Community Services  
Department



# REGISTRATION FORM

## REQUESTED TRAINING DATES

(please check one box below)

- March 20 & 21, 2014
- June 18 & 19, 2014
- August 20 & 21, 2014
- Oct. 22 & 23, 2014

Participant name: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

- I am:  Owner  Property Manager  
 Onsite Manager  Provisional Business Lic. Holder  
 DOC  Both DOC & Provisional Lic.  
 Other \_\_\_\_\_

Rental property name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Number of units: \_\_\_\_\_

Property Management Company: \_\_\_\_\_

## SUBMIT COMPLETED REGISTRATION FORMS:

### Fax:

(253) 573-2585

Attention: ChiQuata Elder

Neighborhood and Community Services Department  
TCFH Program

### Or, mail:

Neighborhood and Community Services Department  
TCFH Program

Attention: ChiQuata Elder

747 Market Street, Room 208  
Tacoma, WA 98402

## The Tacoma Crime Free Housing Program helps – residents, owners and managers of rental property keep illegal activity off their properties.

The program is designed to be a solution-oriented and simple and effective way to reduce the incidence of crime, and reduce calls for service. Fostering a cleaner, healthier, more stable living environment.

The program utilizes a resident-friendly **Four-Phase** system:

- **Phase 1** includes 16 hours of training that teaches the concept of encouraging crime-free environments to owners, manager, maintenance staff, and other staff members.

Topics include:

- Applicant screening
- Landlord-tenant laws
- Crime prevention
- Evictions
- Working with police officers
- Drug and gang recognition

- **Phase 2** includes an on-site evaluation of the property to certify that it meets minimum security requirements for resident safety. Inspections ensure proper locks, lighting, landscaping and maintenance are in place.

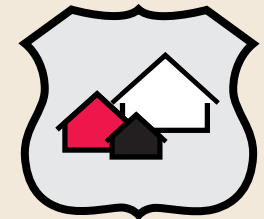
- **Phase 3** includes an on-site review of rental records and policies to verify the crime free lease addendum is being used, and written policies are followed for screening applicants, evicting tenants, and more.

- **Phase 4** incorporates resident involvement through a resident awareness meeting. The program will be introduced to residents. They can mingle with one another while learning how to help make their living environments safer.

Upon completion of these four phases, the rental community is awarded full certification in the Tacoma Crime Free Housing Program and is authorized to display program signs and logos on the property and in promotional materials. The property will also be listed on the City's website as a program participant.



We Have Joined The  
**TACOMA CRIME FREE  
HOUSING PROGRAM**



Keeping Illegal Activity  
Out of Rental Property