



## **Residential Occupant Management and Relocation Policy**

I. **PURPOSE.** The mission of the Rochester Land Bank Corporation (the “Land Bank”) is to acquire, manage and dispose of vacant, abandoned, underutilized, and tax-delinquent properties in order to restore them to productive use consistent with City of Rochester (“City”) development policies and strategies. In most instances, the acquisition and management of real property that is not occupied by residents will be better suited to the Land Bank’s redevelopment and the occupancy of the Land Bank’s residential projects will commence only after the Land Bank conveys property title to another entity. In some instances, however, the Land Bank may, intentionally or unintentionally, acquire or manage real property that is or will be occupied by residents. Therefore, the purpose of this Residential Occupant Management and Relocation Policy (“Policy”) is to set forth guidelines to be followed when the Land Bank’s real property is or may be occupied by residents.

II. **RESIDENTIAL OCCUPANTS.** The Land Bank shall allow residential occupation during its ownership of a particular parcel of real property only after the Board determines that such an arrangement is the best means to advance the Land Bank’s mission with regard to a particular project and only after evaluating and weighing the Land Bank’s assets and capabilities against the full cost and complete set of tasks required to develop and manage a residential project. For each such project, the Land Bank shall prepare and execute the agreements, leases and other documents necessary to assign each function and allocate all costs involved in developing and operating the residential project in accord with the Land Bank’s applicable laws, policies, and agreements.

III. **UNAUTHORIZED RESIDENTS.** Absent the Board’s authorization of residential occupancy in accordance with Section II of this Policy, the Land Bank shall prevent new residents and remove existing residents from occupying the real property that it owns by using such measures that it determines to be appropriate under the circumstances and in accordance with Land Bank laws, policies, guidelines and agreement. Such measures may include but are not limited to:

- A. Inspecting the premises for the presence of occupants prior to and/or after acquiring real property.
- B. Boarding up doors and windows, posting signs, or taking other measures to secure buildings against trespassers.
- C. Notifying and requesting residents to vacate the premises voluntarily and, where appropriate, referring them to The Housing Council at Pathstone, Inc. or some other housing or social service provider for assistance in finding alternative housing.
- D. If resident(s) do not leave the premises, commencing eviction proceedings in court.

The inspection, security, notification and legal eviction measures specified above shall be performed by City agencies pursuant to the five-year Shared Services Agreement between the Land Bank and the City entered into in February 2014, and in accordance with any subsequent renewals of such agreement. If the Shared Services Agreement lapses or is not applicable to activities required under this Policy, the Executive Director shall engage such Land Bank employees, agents or contractors as she deems appropriate.