



Department of Family Services

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To Report Child Abuse and Neglect (703) 771-KIDS



## IMPORTANT INFORMATION

### CHANGES TO THE MANAGEMENT OF THE ADU WAITLIST

Dear ADU Purchase Program Certificate Holder:

The ADU Purchase Program will be changing the way the Waitlist is managed. During the month of June, the process will be reviewed for effectiveness by staff in order to gauge how efficient the program has become in light of the proposed changes.

Beginning on Monday, February 5, 2018, the ADU Waitlist will be managed based on the date order that you were placed on the Waitlist rather than when you express interest in a property. **Date order** means the date when complete documentation was provided to the program and you were found to be eligible.

As of February 5, 2018, when an ADU is available for purchase:

- For the first 48 hours, all Priority 1 (live and work in Loudoun) Certificate Holders will be able to express interest in the unit(s). Units will be posted at 8am, when available. Those Priority 1 Certificate Holders who express interest during this time frame will be contacted in the date order by which they were placed on the Waitlist and found to be eligible for the program.
- After 48 hours, the opportunity to express interest will close to Priority 1 and immediately become available to Priority 2 (work in Loudoun) for 48 hours and then close. This process will continue for Priority 3 (live in Loudoun) and Priority 4 (neither live nor work in Loudoun).

This change will allow Certificate Holders time to review the information about the ADU and determine if its size, location, and other attributes will work for your household. You will simply need to express interest in the 48 hour notification period. You will no longer need to continuously refresh the website and check multiple times throughout the day to express interest in an ADU. The program will no longer be first-come, first-served based on when you expressed interest. The date order by which you were placed on the Waitlist and found to be eligible will establish the order for those expressing interest in the ADU.

As of February 5, 2018, the following changes to the ADU website will also be made:

- The County's new sales and resales websites will be combined to form one (1) unified website. A new sale is a newly built ADU and a resale is an ADU being sold by a Certificate Holder. There will no longer be a separate process for ADU resales.
- Each listing will now clearly state either "New" or "Resale" to ensure that Certificate Holders are clear about the type of property being offered.
- Certificate Holders will have the option of selecting "Not Interested" when an ADU is posted. This way, Certificate Holders will not see the properties that they are not interested in every time they access the website.

\*\*\*Please be aware that if you have a valid ADU Certificate and its expiration date falls on or after February 5, 2018, you will be granted an automatic extension of four (4) months. Further, all new and renewed Certificates will now be valid for 16 months instead of 12.

If you have questions about the revised process or need clarification with any of the changes listed above, please contact me at [brian.reagan@loudoun.gov](mailto:brian.reagan@loudoun.gov) or (571) 258-3305.

Sincerely,



Brian P. Reagan, AICP  
ADU Program Supervisor