

Appendix #1 LUCA Manager's Memo

To: Arlington County Apartment Property Managers

Date: 10/13/2017

From: Mark Schwartz, Arlington County Manager

Subject: Residential Unit Address List Update

Arlington County is updating its residential unit address list, an inventory of all mailing addresses in Arlington, and needs your help! If you've already submitted your unit list, there's no need to resubmit and reply again.

Our list DOES NOT contain personally-identifiable information and will be used by County employees ONLY. The information you provide is not intended to be shared outside County government. The information will be used for limited purposes (see below). DO NOT send personally-identifiable info, such as names.

Please send us your address lists, including the complex name, building address and individual unit list by October 20, 2017.

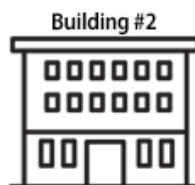
If you don't have an existing list, we've attached a Word document to serve as a template.

EXAMPLE

The Arlington Way Apartment Complex
(complex name)



123 Arlington
Way Boulevard
(complex address)



456 Arlington
Way Boulevard
(complex address)

Residential Unit Address Lists
(individual unit lists)

123 Arlington Way Boulevard	101, 102, 103, 104, 105 106, 107, 108, 109, 110
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456 Arlington Way Boulevard	102, 104, 106, 108, 110, 112, 114, 116, 118, 120
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**Email your list to aptunits@arlingtonva.us, fax to 703-228-3543 or mail a copy to:
Attn: CPHD Research Team, Arlington County Department of Community Planning,
Housing and Development, 2100 Clarendon Blvd. Suite 700, Arlington, VA 22201.**

Updating our list to include this information benefits you and your residents in many ways:

- Improve residents' public safety by including individual unit addresses in a database that assists in responses by Police and Fire personnel.
- Help your community track development and ensure residents are notified about projects impacting their home or neighborhood.
- Help provide more accurate population projections used in allocation of funds for various programs.

If you have questions about this initiative, please contact project lead Kristina Frazier by email (kfrazier@arlingtonva.us) or phone (703-228-3832).

Thank you for your cooperation,

Mark Schwartz
Arlington County Manager