

Recertification Completion Notification

Date: _____

To: _____

Phone: _____

From: _____

Phone: _____

Dear: _____,

Your recertification paperwork has been completed and is ready for your signature. Please stop by the rental office at your earliest convenience to finish the recertification process.

Effective _____, your new rent amount will be \$ _____.
(recertification date)

Failure to comply with this notice will result in your rent increasing to market rent. If you fail to comply, your new market rent amount will be \$ _____, effective _____.
(recertification date)

Thank you for your prompt cooperation.

Sincerely,

Site Manager