

COMMUNITY CONTACT LETTER

Date

To: _____

Property: _____
Address: _____

Telephone: _____
TDD #711

RE: Available Rental Housing

Dear Madam or Sir:

We manage “_____ Apartments”, a _____ unit apartment community located in _____. We are interested in any referrals, particularly minority families and female-headed household families or persons which you or your organization may wish to make. Our apartment homes will be available for rent on a “first come first serve” basis dependent on income level. It is the policy of this community to provide housing on an Equal Opportunity basis, and “In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal. (Not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).” All Fair Housing and Equal Opportunity requirements will be adhered to. This will include any other class of person as enacted by State or Local ordinance.

“_____ Apartments” is a community consisting of _____ one-bedroom apartments and _____ two-bedroom apartments. Each one is equipped with a range, refrigerator, air conditioning and carpeting. The community provides laundry facilities for use by residents. Rent is based on income.

This community is financed through U.S.D.A. Rural Development. Certain income restrictions should apply.

Should you desire further information, or should you wish to refer prospective renters to us, please contact me at the above referenced phone number.

Sincerely,

On-Site Manager

cc: Compliance file

