

# Equal Housing Opportunity



Date: \_\_\_\_\_

Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

TDD #711

RE: Available Rental Housing

Dear Madam or Sir:

Please be advised that \_\_\_\_\_ in \_\_\_\_\_, FL is accepting applications for occupancy. This apartment complex is financed by the USDA-Rural Development and consists of \_\_\_\_\_ ( ) one-bedroom units and \_\_\_\_\_ ( ) two-bedroom units. 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 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.

Each unit is equipped with a range, refrigerator, air conditioning, and carpeting. The community provides laundry facilities for use by the residents. Periodically handicap accessible units are available for those who require the features afforded to them by this design. Current minimum rents for the one-bedroom apartments are expected to be \$ \_\_\_\_\_ per month, and \$ \_\_\_\_\_ for the two-bedroom apartments per month. Periodically we may have a barrier-free apartment available.

We would appreciate you referring prospective residents to the rental office located at \_\_\_\_\_, \_\_\_\_\_, FL, telephone \_\_\_\_\_. Your assistance in this matter would be greatly appreciated. If you have any questions, please do not hesitate to contact us.

Sincerely,

On-Site Manager

cc: Compliance file

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Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider and employer.