

Annual Recertification Initial Notice

Date: _____

Resident Name: _____

Apartment #: _____

Address: _____

Phone: _____

Dear Resident:

As stated in Paragraph 15 of your lease, the U.S. Department of Housing and Urban Development (HUD) requires that we review your income and family composition every year to redetermine rent and assistance levels. Your recertification effective date is _____.

To complete our review of your income and family composition, you must meet with the Site Manager and supply the required information each year. The Site Manager will conduct your recertification interview in _____ (insert month and year date that is 120 days before the expiration date of this current certification). We will send you a reminder notice when it is time for your next recertification interview. At that time you must contact the Site Manager to schedule an appointment for an interview.

Cooperation with the recertification requirement is a condition of continued program participation. If you respond to this notice after _____ (insert the 10th day of the 11th month after the last annual recertification), paragraph 15 of your lease gives us the right to implement any rent increase resulting from the recertification without providing you a 30-day written notice.

When you attend the interview, you must bring the following information: any and all income, asset and deduction information, as well as, any information regarding changes to your household composition. If in doubt about what is required, please feel free to contact your Site Manager.

The landlord agrees not to discriminate based upon race, color, religion, creed, National origin, sex, age, familial status and disability or any other groups protected by local or state ordinances or laws.

I have read and understand this letter describing the requirement for my participation in an annual recertification interview.

Signature: _____

Date: _____

Printed Name: _____

Manager to Witness: _____

Date: _____