

18 Years of Age or Older Notice of Requirements to Sign Forms

Date

To: _____

Property: _____
Address: _____

Telephone: _____

TDD #711

Dear _____:

In an effort to ensure the right assistance is provided to the right people, The Department of Housing and Urban Development (HUD) has provided property managers with access to a verification database called the Enterprise Income Verification System (EIV). Information is verified for all adult household members at least every 90 days.

Our records show that your 18th birthday is coming soon. As an adult household member, you must provide us with appropriate documentation to ensure that you are fully protected, that you understand your responsibilities, and that you and your household continue to receive the assistance to which you are entitled.

On or immediately after your 18th birthday, you must schedule an appointment and meet with the property manager. A reasonable accommodation will be granted by the owner/agent, to facilitate this meeting if there is the presence of a disability. Our records show that your birthday falls on _____. You will have 10 calendar days from the date of your birthday to schedule and participate in the meeting.

During the meeting you will be required to

- Sign HUD form 9887/9887A
- Sign the lease
- Disclose current employment and/or earned income (if any)

Failure to sign required consent forms is reason for termination of assistance for the entire household. If you do not schedule and participate in this meeting within 10 days of your birthday, assistance for your household will be terminated. Your household will be required to pay the market rent of _____ on starting on _____.

Please know we are dedicated to your continued enjoyment of your home in our community. As always we welcome any questions you may have. Please feel free to contact the management office during business hours.

We look forward to seeing you and Happy Birthday!

Sincerely

Signature of Manager
cc: Resident File