

Resident Notice – No SSN

Date

Property: _____

Address: _____

Telephone: _____

TDD #711

TO:

Name: _____

Address: _____

Unit Number: _____

City, State, Zip: _____

Dear: _____

On _____ you notified the owner/agent that you have added a new household member who is under the age of six (6) years old. At that time, you were notified that you had 90 days to provide a Social Security Number and adequate documentation to verify the Social Security Number. This information is due no later than _____.

Our records indicate that you have failed to provide a Social Security Number or documents necessary to verify the Social Security Number for:

Household Member Name

Household Member Name

Please contact the management office immediately so that we may update your records. You must provide:

- The complete and accurate SSN for the household member indicated above and
- Documentation necessary to prove that the Social Security Number is accurate (verification)

You have until _____ to contact the owner/agent and supply the required Social Security Number information and documentation. The owner/agent will grant a reasonable accommodation, to assist you with this requirement, if there is the presence of a disability.

Under certain circumstances, _____ may provide an additional 90 days to allow the
Property Name
resident to obtain Social Security Number information in accordance with HUD requirements.

If the household does not comply with the applicable SSN disclosure, documentation, and verification requirement, then _____ must terminate tenancy, in accordance with the
Property Name
provisions governing the program. Termination will be conducted in accordance with HUD rules.

Signature of Manager

Date