

«today»

«full_name»

«address_line1»

«address_line2»

«address_line3»

«city», «state» «zip»

Dear «full_name»:

Annual Recertification – Second Notice

Thirty days prior to this notice, you were sent a first notice of annual recertification with instructions on your obligation to recertify your income. This notice asked you to meet with us concerning your annual recertification and lease renewal. We subsequently sent you a questionnaire requesting that you update your existing information, documentation to sign, along with a request for income information. To date we have not received the information/paperwork that was requested. This notice will serve as a follow up reminder/second notice that all tenants must comply with Federal recertification procedures.

To help us process your recertification, you must return the paperwork no later than **«today plus 7»**.

If you have already returned this paperwork, contact the office immediately so we can discuss this matter.

If you do not contact us or return the paperwork and income information requested by **«recert_cutoff_date»** on **«recertification_date»** your rent will go up to **«market_rent»** per month.

Please do not make us increase your rent. Return your paperwork immediately or contact this office to discuss this matter. Thank you for your cooperation.

Sincerely,

«rental_agent»