

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»:

Annual Recertification – 30 Day Warning Notice - Final

Recently, you were sent two notices requesting that you provide information to «mgmt_company» in order to fulfill your obligation under USDA/HUD guidelines to certify your income annually. There has been no response on your part. Federal Regulations requires that we review your income and family composition every year to re-determine rent and assistance levels.

Failure to recertify is a violation of federal program regulations and your lease agreement. This will serve as a 30 day notice that on «**recertification_date**» without a completed certification your rent will be increased to the market rent of «**market_rent**» and that if the recertification is in fact completed and results in an increase over your current rental payment, no 30 day notice will be given due to your failure to follow required procedures. Further, failure to recertify will lead to an eviction and without a current certification if you are a recipient of Rental Assistance, that will be cancelled and may not be immediately available for reinstatement should a proper tenant certification be provided at a later date.

Do not jeopardize your tenancy at «**community**». Please contact this office to discuss this matter.

Sincerely,

«rental_agent»
«mgmt_company»