

**Lease Amendment**  
«community»

Date: «today»

«head\_of\_household»  
«apt\_nbr»  
«unit\_address\_line1»  
«unit\_city», «unit\_state» «unit\_zip»

Dear Resident:

This is to notify you that on the basis of our recent review of your income and family composition, your monthly rent has been adjusted as follows:

Contract Rent	«contract_rent»
Utility Allowance	«utility_allowance»
Assistance Payment	«subsidy»
Total Tenant Payment	«total_tenant_payment»

**Tenant Rent**                      **«tenant\_rent»**

**The new rent is effective «effective\_date».** This notification amends Paragraph 3 of your lease agreement which sets forth the amount of rent you pay each month. All other provisions of your lease remain in full force and effect. The next rescheduled recertification is «next\_recert\_date».

Attached for your records is a copy of the Form 50059 Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures and applicable worksheet(s). You should substitute these forms in place of the previous 50059 and worksheet(s) which are attached to your lease. The 50059 shows you the income we used to calculate your new rent and the amount of rental assistance, if any, that HUD pays monthly on your behalf.

**The next scheduled recertification is «next\_recert\_date».** By signing below, you acknowledge that you have been informed by this INITIAL NOTICE of when your next scheduled recertification is and understand your responsibility to respond to a Reminder Notice that will be sent to you approximately 120 days prior to the next scheduled recertification. If you do not respond to the Reminder Notice by «next\_recert\_cutoff\_date», your lease gives us the right to implement any rent increase resulting from the recertification without providing you a 30-day written notice. If you do not respond before «next\_recert\_date», your lease gives us the right to terminate your assistance and charge you the contract rent effective «next\_recert\_date».

Please call the office at «mgmt\_local\_office\_phone» if you wish to discuss the above. Thank you.

Sincerely

Accepted:

\_\_\_\_\_  
Site Manager

\_\_\_\_\_  
Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Head

\_\_\_\_\_  
Date