

«today»

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

Dear «full_name»:

Your Annual Recertification Appointment

Date: «recert_appt_date»

Time: «recert_appt_time»

Where: «recert_appt_place»

**This is the only day we are scheduled to visit your property.
Please make every effort to be at this appointment.**

Items Needed at your Appointment

1. The enclosed sheet **must** be completed and brought to your appointment. Account numbers are needed for all bank, stock, and mutual fund accounts.

For all household members who receive Social Security or SSI benefits, we **must** have a copy of the letter (**a sample is enclosed**) that you received from the Social Security office last December stating what your «recert_year» benefits would be. **We cannot use Form SSA 1099 showing what you received for benefits last year.** If you do not have this letter, contact Social Security at **1-800-772-1213** and request this verification be sent to you prior to your appointment. If the verification is not received by your appointment, **mail** it to «mgmt_company» as soon as you receive it from them.

2. If you have an asset that requires a signature from a joint holder, you **must** bring the name and address of the person who will have to sign this form. Third party verification forms will not be processed if the joint signature is missing.

If there is no possible way for you to make this appointment, we **must** be notified no later than seven (7) days from the receipt of this letter. Other arrangements will have to be made to process your annual recertification.

We look forward to seeing you. Please call if you have any questions regarding your appointment.

Thank you,

«mgmt_company»