Initial Notice of Annual Recertification

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

I have read my Lease. I understand the following which the Landlord has discussed with me about the "Regularly Scheduled Recertifications" section of my Lease:

1. I will be paying the Landlord some of the rent for my apartment each month and the government will be paying the Landlord the rest of the rent. Each year the Landlord and the government must decide how much of the rent for my apartment I must pay and how much the government must pay. The next time they must decide this for me will be **«next_recert_date»**. That is my recertification date.

2. The government and the Landlord will need to know about my income and my family income so they can decide how much rent I pay starting on my Recertification Date. So, I must meet with my Landlord to tell him/her about my income and my family by **«next_recert_cutoff_date»**. That is my cutoff date.

3. My Landlord will send me a letter about three months before my recertification date reminding me to meet with them.

4. If I do not meet with my Landlord by my cutoff date, my Lease says the Landlord can tell the government to stop paying its share of the rent for my apartment. So, I'd have to start paying all of the rent for my apartment each month starting on my recertification date. And, if my recertification results in higher rent, my Lease says that the Landlord will not have to give me 30 days' notice before I'd have to start paying the higher rent.

I may request to meet with **«mgmt_company»** to discuss any changes in rent or assistance payment resulting from the recertification processing. If a resident requests such a meeting, **«mgmt_company»** agrees to meet and discuss with the resident how the rent and assistance payment, if any, were computed.

_____ Date Signed _____
Head of Household

_____ Date Signed _____
Spouse/Co-Tenant Signature

_____ Date Signed _____
For «mgmt_company»