

«send_date»

«head_of_household»

«address_line1»

«address_line2»

«address_line3»

«city» «state» «zip»

Dear «head_of_household»,

In preparation for this year's annual recertification, we are sending the Annual Recertification Questionnaire. As a recipient of federally-subsidized housing, the government **requires** that you review the information that has been provided on this Questionnaire, report any changes, and return it to the office by the date below. Note that the only information we need at this time are any changes in the **type** of assets, income, or expenses that may have occurred over the last year. **Dollar (\$) amounts are not needed**. Please make sure that the Questionnaire is signed where the black checkmark appears.

The Questionnaire must be in our office by **«return date»**. To return it to us by then you can do either of the following:

Choice #1

Give to **«maintenance person»** in the envelope provided by **«return date»**. Save on Postage!!

Choice #2

Mail to **«mgmt_company»** directly in the envelope provided. It must be received by **«return date»**.

Thank you for your cooperation. If you have any questions regarding this form, please contact this office.

«mgmt_company»