

«today»

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

Dear «full_name»:

Notice Regarding Minimum Rent Charge of \$25

We have been instructed by the federal government to provide you with notification of exemptions that can be made for households who currently pay the minimum rent of \$25 and who reside in Section 8 housing.

Owners are required to waive the minimum monthly rent to any family unable to pay due to financial hardships. The financial hardship exemption constitutes the only statutory exemption and includes these hardship situations:

1. The family has lost Federal, State, or local government assistance or is waiting for eligibility determination (including legal immigrants);
2. The family would be evicted if the minimum rent requirement was imposed;
3. The family whose income has decreased due to a change in circumstances, including, but not limited to, loss of employment;
4. A death in the family has occurred;
5. Other situations as may be determined by the Owner or HUD.

If you feel that you may qualify for one of these exemptions, a written request must be submitted to «mgmt_company» along with an explanation of how you feel you qualify. Additional documentation may be necessary in order for «mgmt_company» to make a decision. A decision would be made no later than 10 days from when all the information is received.

Sincerely,

«mgmt_company»