

Annual Recertification-30 Day Warning Notice

Date: «today»
Resident Name: «full_name»
Unit#: «apt_nbr»
Property: «community»

Dear «head_of_household»:

You have been issued 90 and 60 day notices in regard to your annual recertification. Because there has been no response on your part, this warning is issued to notify you that we must have your annual tenant certification completed and submitted by the effective date of «next recert cutoff date».

Failure to recertify is a violation of federal program regulations and your lease agreement. This will serve as a 30-day notice that on «next recert date», without a completed certification, your rent will be market rent @ «market rent» and that if the recertification is in fact completed and results in an increase over your current rental payment, no 30-day notice will be given due to your failure to follow the required procedures. Further, failure to recertify will lead to an eviction; and without a current certification, if you are a recipient of Rental Assistance, that will be canceled and may not be immediately available for reinstatement should a proper tenant certification be provided at a later date.

Do not jeopardize your tenancy in this complex.

Call the site manager immediately @ «mgmt company phone» in regard to this matter.

Sincerely,

(Signature of Owner Representative/Manager)

Date