

Annual Recertification - 90 Day Notice

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

Dear «head_of_household»:

This notice is being sent to inform you that we must now begin the process for annual recertification of income and rent re-determination. Federal regulations and program rules require that all tenants must re-certify annually. Please cooperate with this process. In the next few weeks, I will contact you to make an appointment to go over your income, assets, allowances permitted by federal rules, and sign any forms needed to complete the paperwork. A second appointment will be scheduled later to complete the necessary forms and notify you of any change in your rental contribution. This notice is being issued 90 days prior to the effective date of your annual Recertification, which will be «next recert date».

Should you have any questions, please feel free to call the site office, # «mgmt_company_phone». Thank you for your cooperation.

Sincerely,

(Signature of Owner Representative/Manager)

Date