

## Annual Recertification Of Income Notice

Date:	«today»
Resident Name:	«head_of_household»
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 at this property. Federal regulations and program rules require that each year all tenants be recertified. Please cooperate with this process. You have 10 days to make an appointment with the site manager to meet and go over your income and expenses and sign any forms needed to complete this paperwork. Our office hours are \_\_\_\_\_; you may make an appointment any time during these hours. 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.  
Thank you for your cooperation.

Sincerely,

\_\_\_\_\_  
(Signature of Owner Representative/Manager)

\_\_\_\_\_  
Date