

«today»

First Class and Certified Mail

«head_of_household»
«spouse_name» «cotenant_name_1»
«unit_address_line1»
«unit_address_line2»
«unit_address_line3»
«unit_city», «unit_state» «unit_zip»

Dear «head_of_household»

In accordance with the terms of your lease, we are providing you notice that your lease will not be renewed after its expiration on «lease_end_date». The reason for this is that you no longer meet the eligibility requirements of the property. Your combined incomes (\$_____) exceed the maximum income limit for the property (\$_____). As stated in your lease, “I understand that I will no longer be eligible for occupancy in this project if my income exceeds the maximum allowable adjusted income as defined periodically by the USDA, Rural Housing for the State. Should the Tenant no longer meet the USDA, Rural Housing eligibility requirements during the term of the lease, the Tenant shall have 30 days or the end of the term of their Lease Agreement, whichever is longer, to vacate the unit, unless an exception is authorized by the State Director.”

Please be informed that according to USDA, Rural Housing 1944, Sub-part L, you have the right to respond to this action within fourteen (14) calendar days and, in writing, request a meeting for consideration and/or an informal hearing. This will enable you to provide us with additional information. At your request, a copy of the USDA, Rural Housing grievance procedures may be obtained from this office.

It will be necessary for you to notify the office to arrange for a move out inspection to be performed when you have vacated the apartment.

If you have any questions regarding this matter, please contact this office.

Sincerely,

«mgmt_company»

cc: USDA, Rural Development