

Annual Recertification Notice – 120 day

Date: _____

Resident Name: _____

Apt. #: _____

Dear _____:

This notice is being sent to inform you that we must begin the process for annual recertification of income. Federal regulations and program rules require that residents must recertify annually.

Please contact the office at _____ to make arrangements to complete the necessary documents for this recertification. We will need to verify employment income, asset income, court ordered child support, social security, etc. for each household member along with verifying the current names of each household member.

This notice is being issued 120 days prior to the date your certification will need to be completed; this is due to the time frame some verifications can take. Your recertification will need to be completed no later than _____.

If you have any questions please contact the office. Your cooperation will be greatly appreciated.

Sincerely,

_____ Apartments

copy: Residents File

Annual Recertification Notice – 90 day

Date: _____

Resident Name: _____

Apt. #: _____

Dear _____:

This notice is being sent to inform you that we must begin the process for annual recertification of income. Federal regulations and program rules require that residents must recertify annually.

Please contact the office at _____ to make arrangements to complete the necessary documents for this recertification. We will need to verify employment income, asset income, court ordered child support, social security, etc. for each household member along with verifying the current names of each household member.

This notice is being issued 90 days prior to the date your certification will need to be completed; this is due to the time frame some verifications can take. Your recertification will need to be completed no later than _____.

If you have any questions please contact the office. Your cooperation will be greatly appreciated.

Sincerely,

_____ Apartments

copy: Residents File

Annual Recertification Notice – 60 day

Date: _____

Resident Name: _____

Apt. #: _____

Dear _____:

You were contacted in writing approximately 60 days ago with an annual recertification notice. Attempts to contact the office have either not been successful or there has been no response on your part. This notice will serve as a reminder that residents must comply with Federal recertification procedures.

Please contact the office immediately at _____ to make arrangements to complete the necessary documents prior to signing the recertification. Your failure to recertify will lead to a violation of your lease agreement.

We will need verification of all income for each household member before the recertification can be signed; this must be signed no later than _____. If you have any questions, please contact the office.

Sincerely,

_____ Apartments

copy: Residents File

Annual Recertification – 30 Day Warning

Date: _____

Resident Name: _____

Apt. #: _____

Dear _____:

You have been previously issued 120, 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 resident income and household information verified in order for you to sign the recertification. This must be completed and signed no later than _____.

Failure to recertify is a violation of Federal program requirements and your lease agreement. *This will serve as a 30 day notice that on _____ without a signed certification your rent will be raised to market rate of \$_____.* You must contact the office at _____ immediately. Your residency may be jeopardized if this matter is not cured.

Sincerely,

_____ Apartments

copy: Residents File