

INITIAL RECERTIFICATION NOTICE

Resident _____ **Date** _____

Apartment _____

Dear _____ :

Rural Development requires that management periodically review your income and family composition to determine if you are still eligible to reside in federally subsidized housing.

To complete our review of your income and family composition, you must meet with the manager at _____ and supply the required information. The manager will be available for recertification interviews during normal office hours, which are posted at the office. Please contact the manager either by phone _____ or stop by the office to set up an appointment.

To help us in processing your recertification, please bring the following information with you to the interview.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

If you do not respond to this notice in time for management to determine your eligibility, your lease requires management to increase your rent to note rate rent.

Sincerely,

Manager



SECOND RECERTIFICATION NOTICE

Resident: _____ **Date:** _____

Apartment Number: _____

Dear _____,

On _____, management sent you a notice requesting that you contact the manager to schedule your periodic recertification interview. So far you have not scheduled your interview.

Please Contact the manager either by phone _____ or stop by the office to schedule your interview. If you do not respond to this notice in time for management to determine your eligibility, your lease requires management to increase your rent to note rate rent.

To help us in processing your recertification, please bring the following information with you to the interview:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Sincerely,

Manager



FINAL RECERTIFICATION NOTICE

Resident: _____

Date: _____

Apartment Number: _____

Dear _____ **:**

On _____ and _____
Management sent you notices requesting that you schedule your periodic recertification interview.

This letter hereby serves as your 30 day notice that effective _____ your rent will be raised to \$ _____ note rate rent.

Because you have failed to provide management with current information so your eligibility could be determined, Rural Development will no longer consider your household eligible. Once your tenant certification expires, your rent will be raised to market/contract rent. If you have rental assistance, it will be reassigned to another household. Since you will no longer be an eligible household, eviction proceedings will be initiated against you.

This is your final notification, if you wish to discuss this further, please stop by the office or call _____.

Sincerely,

Manager



EQUAL HOUSING OPPORTUNITY

