|  |  |
| --- | --- |
| Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Property Name: |  | Telephone: |  |
| Address: |  | Fax: |  |
| Address 2: |  | TTD/TTY: | 711 National Voice Relay |
| Property Web Site |  | Email |  |

|  |  |
| --- | --- |
| **TO:** Name: |  |
| Address: |  |
| City, State, Zip |  |

**Response required by:**

Dear      :

Thank you for contacting us about your rent payments.

After review, we have approved your request to invoke the Moratorium on Evictions for Nonpayment Of Rent And Other Fees.

Please remember that you are still required to pay your portion of the rent. Failure to pay rent is a material lease violation.

If you cannot pay rent, you may contact the management staff to see if you qualify to enter in to a repayment agreement. Special rules apply.

* Household (or individual members) must not be a party to a repayment agreement in place to return an improper payment received for failure to fully and accurately disclose income, employment or identity information
* Household must be a resident in good standing
* Household (or individual members) must not be party to an eviction, initiated by the owner/agent
* All adult household members must sign the Rent Repayment Agreement agreeing to make monthly payments

If you do not qualify to enter in to repayment, you will be required to make other arrangements to pay rent.

If you qualify for and receive state or federal rental assistance, and if such assistance is paid directly to your family, you must immediately use those funds to pay any outstanding rent due.

If you receive such rental assistance and you do not use it to pay any outstanding rent, the owner/agent may rescind any repayment agreement and initiate termination of tenancy in compliance with HUD guidance.

Don’t forget you are still required to report for recertifications under your lease. You must contact the property management staff:

* For Annual Recertification as required by your lease;
* If income or family composition changes as required by your lease;
* If an unemployed member becomes employed as required by your lease.

Under these circumstances, if you’re situation changes and your income is fully or partially restored, you have ten (10) business days to report the change to the owner/agent. Failure to do so is a material lease violation. Any improper payments received from HUD must be returned.

**Questions Concerning this Notice**

If you have difficulty understanding English, please request our assistance and we will ensure that you are provided with meaningful access based on your individual needs.

Si tiene dificultades para comprender el inglés, solicite nuestra ayuda y nos aseguraremos de que se le proporcione un acceso significativo en función de sus necesidades individuales.*(Note from RBD – this Spanish translation was provided by a Microsoft translator tool. Be sure to verify with someone who speaks Spanish. If Spanish is not the alternative language described in your Language Assistance Plan, change this to comply with your LAP or add other languages.)*

Your response to this letter does not preclude you from exercising other avenues available if you believe that you are being discriminated against on the basis of race, color, religion, sex, national origin, familial status, or handicap.

The owner/agent is dedicated to continued enjoyment of your home in our community. If you have any questions about this notice, please contact the management office.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Manager

Cc: Applicant/Resident File

The owner/agent does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development’s regulations implementing

Section 504 (24 CFR, part 8 dated June 2, 1988).

Name

Address

City                                      State                            Zip

Telephone - Voice

Telephone – TTY

*See HUD Handbook 4350.3 Revision 1, Paragraph 2-29-c-3 & 4 for information about the requirements to include this information*