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

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

|  |  |
| --- | --- |
| Name of HOH | and all other residents named on the lease and in possession of the premises shown below |
| Unit # |  |
| Address: |  |
| City, State, Zip: |  |

Response required by:

Dear      \_\_\_\_\_\_\_\_\_\_\_:

Thank you for notifying us about changes to your household composition, income or expenses.

Normally, we would schedule a meeting to complete your recertification. However, in light of recommendations from the Center for Disease Control and Prevention (CDC), we are eliminating any non-essential face-to-face meetings.

Once your certification is complete, we will contact you and provide you with information about your new rent.

Under normal circumstances, when the HUD Form 50059 Certification is completed, it must be signed and dated. However, in deference to the CDC’s recommendation that we limit face-to-face contact we will submit the certification without signature using HUD’s Extenuating Circumstance process.

We will notify you, at a later date, when you need to meet with the property management staff to sign required forms.

*Note from RBD – Owner/agents should choose an option or can mix and match. Edit to describe your own internal policies.*

Option 1: To complete our review of your family income and family composition, and to make sure that your housing assistance payments continue, please complete the attached Interim Recertification Questionnaire which is also available on our web site at www.xxx.com.

As appropriate, please provide the following if possible *(Note from RBD: you should edit this list as you see fit. Use this as a checkbox for any items you still need):* If you cannot, please let us know. We understand and will process your certification and gather necessary information later. (Check all that apply)

* A completed IR Questionnaire for each adult household member
* Four current consecutive pay stubs, a payroll summary or other documentation used to enable us to verify income for any employment.
* A copy of the termination notification from your employer
* Unemployment benefit letter
* Documentation that can be used to verify any other changes shown on the IR Questionnaire
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you need assistance, please contact the property management staff by phone or email.

(*Note from RBD: If you have multiple properties, you should edit this list as you see fit. If you have set up a central email and phone number, provide that information*):

Manager One Phone: xxx-xxx-xxxx Email: [manager@propert1.com](mailto:manager@propert1.com)

Manager Two Phone: xxx-xxx-xxxx Email: [manager@property2.com](mailto:manager@property2.com)

Manager Three Phone: xxx-xxx-xxxx Email: [manager@property3.com](mailto:manager@property3.com)

*Note from RBD: You should specify where the resident should drop off required forms. If they can drop them off at the management office, that’s fine. If you have a Drop Box provide that information.*

You are welcome to leave a completed copy of the IR Questionnaire and other required documents in the property drop box during regular business hours.

If you can provide the required backup documentation, please do so. If you cannot, please let us know. We understand and will process your certification and gather necessary information later.

If you prefer, you may also scan or provide photo copies of signed forms and email them to the appropriate property manager. Be sure to encrypt and password protect any documentation that you submit electronically.

*Note: Please keep the originals. HUD requires that we maintain original copies in your tenant file. If you submit your forms electronically, we will contact you and let you know when we are ready to schedule an appointment to collect the original forms.*

If you don’t feel comfortable with either option, please feel free to contact the property management staff and we will arrange an alternative.

You should complete your portion of the IR submission process no later than       (insert 10 business days from the date of the notice or whatever you use as a reporting timeframe) so that we may provide you with proper notice about any rent changes.

(NOTE: For tenants of all projects, except PRAC projects, add the following sentence.) If you do not respond and/or do not complete your portion of the IR submission process by       (insert 10 business days from the date of the notice or whatever you use as a reporting timeframe), HUD requires that we terminate your housing assistance for at least one month and charge you the       (insert type of rent, either market rent, contract rent or 110% of BMIR rent) of $      effective       (insert the first of the month after the 10 day notice). This increase in rent will be made without providing you additional notice. If you fail to pay the increased rent, we may terminate your tenancy and seek to enforce the termination in court. Record of formal court-ordered eviction may affect your future housing opportunities.

*(*NOTE: For tenants in PRAC projects include the following sentence*.)* If you do not respond and/or do not complete your portion of the IR submission process by       (insert the first of the month after the 10-day notice). HUD requires that we pursue termination of tenancy.

Option 2: To complete our review of changes to your family income and family composition, and to make sure that your housing assistance payments continue, please schedule a conference call so that we may complete the attached Interim Recertification Questionnaire which is also available on our web site at www.xxx.com. You may want to go ahead and complete the Questionnaire yourself to prepare for the call.

As appropriate, please provide the following if possible *(Note from RBD: you should edit this list as you see fit. Use this as a checkbox for any items you still need):* If you cannot, please let us know. We understand and will process your certification and gather necessary information later. (Check all that apply)

* A completed IR Questionnaire for each adult household member
* A completed IR Questionnaire for each adult household member
* Four current consecutive pay stubs, a payroll summary or other documentation used to enable us to verify income for any employment.
* A copy of the termination notification from your employer
* Unemployment benefit letter
* Documentation that can be used to verify any other changes shown on the IR Questionnaire
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you prefer, you may also scan or make photo copies of signed forms and email them to the appropriate property manager. Be sure to encrypt and password protect any documentation that you submit electronically.

If you need assistance, please contact the property management staff by phone or email.

(*Note from RBD: If you have multiple properties, you should edit this list as you see fit. If you have set up a central email and phone number, provide that information*):

Manager One Phone: xxx-xxx-xxxx Email: [manager@propert1.com](mailto:manager@propert1.com)

Manager Two Phone: xxx-xxx-xxxx Email: [manager@property2.com](mailto:manager@property2.com)

Manager Three Phone: xxx-xxx-xxxx Email: [manager@property3.com](mailto:manager@property3.com)

*Note: Please keep the originals. HUD requires that we maintain original copies in your tenant file. If you submit your forms electronically, we will contact you and let you know when we are ready to schedule an appointment to collect these forms.*

If you don’t feel comfortable with either option, please feel free to contact the property management staff and we will arrange an alternative.

You should complete your portion of the IR submission process no later than       (insert 10 business days from the date of the notice or whatever you use as a reporting timeframe) so that we may provide you with proper notice about any rent changes.

(NOTE: For tenants of all projects, except PRAC projects, add the following sentence.) If you do not respond and/or do not complete your portion of the IR submission process by       (insert 10 business days from the date of the notice or whatever you use as a reporting timeframe), HUD requires that we terminate your housing assistance for at least one month and charge you the       (insert type of rent, either market rent, contract rent or 110% of BMIR rent) of $      effective       (insert the first of the month after the 10 day notice). This increase in rent will be made without providing you additional notice. If you fail to pay the increased rent, we may terminate your tenancy and seek to enforce the termination in court. Record of formal court-ordered eviction may affect your future housing opportunities.

*(*NOTE: For tenants in PRAC projects include the following sentence*.)* If you do not respond and/or do not complete your portion of the IR submission process by       (insert the first of the month after the 10-day notice). HUD requires that we pursue termination of tenancy.

Option 3: To complete our review of your family income and family composition, and to make sure that your housing assistance payments continue, please sign in to the resident portal and complete Annual Recertification process. (*Note from RBD: you may want to provide instructions if your resident portal is new*):

As appropriate, please provide the following using the resident portal if possible *(Note from RBD: you should edit this list as you see fit. Use this as a checkbox for any items you still need):* If you cannot, please let us know. We understand and will process your certification and gather necessary information later. (Check all that apply)

* A completed IR Questionnaire for each adult household member
* A completed IR Questionnaire for each adult household member
* Four current consecutive pay stubs, a payroll summary or other documentation used to enable us to verify income for any employment.
* A copy of the termination notification from your employer
* Unemployment benefit letter
* Documentation that can be used to verify any other changes shown on the IR Questionnaire
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you need assistance, please contact the property management staff by phone or email.

(*Note from RBD: If you have multiple properties, you should edit this list as you see fit. If you have set up a central email and phone number, provide that information*):

Manager One Phone: xxx-xxx-xxxx Email: [manager@propert1.com](mailto:manager@propert1.com)

Manager Two Phone: xxx-xxx-xxxx Email: [manager@property2.com](mailto:manager@property2.com)

Manager Three Phone: xxx-xxx-xxxx Email: [manager@property3.com](mailto:manager@property3.com)

If you don’t feel comfortable using the resident portal, please feel free to contact the property management staff and we will arrange an alternative.

You should complete your portion of the IR submission process no later than       (insert 10 business days from the date of the notice or whatever you use as a reporting timeframe) so that we may provide you with proper notice about any rent changes.

(NOTE: For tenants of all projects, except PRAC projects, add the following sentence.) If you do not respond and/or do not complete your portion of the IR submission process by       (insert 10 business days from the date of the notice or whatever you use as a reporting timeframe), HUD requires that we terminate your housing assistance for at least one month and charge you the       (insert type of rent, either market rent, contract rent or 110% of BMIR rent) of $      effective       (insert the first of the month after the 10 day notice). This increase in rent will be made without providing you additional notice. If you fail to pay the increased rent, we may terminate your tenancy and seek to enforce the termination in court. Record of formal court-ordered eviction may affect your future housing opportunities.

*(*NOTE: For tenants in PRAC projects include the following sentence*.)* If you do not respond and/or do not complete your portion of the IR submission process by       (insert the first of the month after the 10-day notice). HUD requires that we pursue termination of tenancy.

**Consideration of the Need for Reasonable Accommodation & Extenuating Circumstances**

You have the right to request a reasonable accommodation to assist in facilitating completion of your certification. If there is an extenuating circumstance preventing you from completing your certification, please contact the management office within ten (10) business days of the date of this notice.

**Protections Provided Through the Violence Against Women Act**

HUD provides protections for victims of domestic violence, dating violence, stalking and sexual assault. This is true for women and men and is true for persons affiliated with the victims who experience imminent threat. Victims are still required to comply with the requirements set forth in the lease (including lease attachments).

If you would like additional information about the property VAWA policy, please reference your House Rules or contact the property staff.

If you would like to exercise your VAWA protections, please contact the management office within ten (10) business days of the date of this notice.

**Questions Concerning this Notice**

The owner/agent is dedicated to providing decent, safe, and affordable housing to our residents.

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 usted tiene dificultad para entender el inglés, por favor solicite nuestra asistencia y nos aseguraremos de se proporcionan con acceso significativo basado en 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 notice 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.

We are dedicated to ensuring continued enjoyment of your home in our community. If you have any questions about this notice, please contact the management office.

(*Note from RBD: If you have set up a Social Media page, provide that information*): Visit our Facebook page to get more information and to communicate with us or your neighbors. We are working daily to implement strategies to protect our residents and our staff from COVID-19 while ensuring continuity of operations.

Thank you,

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

Signature of Manager

cc: 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*