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

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

|  |  |
| --- | --- |
| To 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      :

As part of your lease and in accordance with HUD requirements, you agreed to abide by the House Rules and Pet/Assistance Animal Rules established by the owner/agent for this property. HUD encourages owner/agents to review these rules from time-to-time. As a result of such review and because the owner/agent has established certain exceptions to address the COVID-19 pandemic, the owner/agent will make changes to the House Rules. A copy of the amendment to the House Rules is Attachment A of this Notice. These changes will be effective *Enter date*. *(Note from RBD: You are prohibited from changing the lease until the end of a lease term. The dates indicated must be modified based on the date you incorporated the policy and based on an evaluation of residents’ lease end dates. See HH 4350.3 Revision 1, Paragraph 6-12 for additional information about lease modifications)*

You will have 30 days to review these changes and accept them. If you do not wish to accept the House Rule Changes, you must provide the owner/agent with a 30-day Notice to Vacate. This is in accordance with the HUD Model Lease (HUD Form 90105-a) Paragraph 22. *(Note from RBD: You are required to note the proper lease paragraph)*

*Note: Any resident who signed a 1-year lease between enter date and enter date may, but is not required to accept modifications to the House Rules until the end of the lease term. A reminder will be sent with the Annual Certification Notice explaining that all household members must either accept any changes to the House Rules or provide a 30-day Notice to Vacate.*

Please note that, while we are changing the House Rules to address the COVID-19 pandemic, there may be federal, state or local requirements that residents must consider. Residents are reminded to comply with any federal, state or local mandates as required by law. The owner/agent will monitor and address compliance with federal and local recommendations in regards to:

* Gatherings
* Wearing masks
* Social distancing
* Notification of positive cases of COVID-19
* Self-quarantine
* Other situations as deemed appropriate

**Communicating and Conducting Business Electronically**

*(Note from RBD – Optional but you may want to gather permission from individuals if you want to communicate electronically).* In addition, HUD has introduced new guidance for communicating with residents electronically. In Housing Notice 2020-04, HUD indicates that owner/agents may communicate and conduct business with residents electronically, as long as the owner/agent has the residents’ permission to do so.

Attached, as Attachment B, is a Consent to Conduct Business Electronically. Any adult household member may provide information that will allow the owner/agent to communicate and conduct business electronically. All that is needed is for the adult household member to complete the form, sign it and return it to the owner/agent.

**Providing the Owner/agent with Executed Forms**

*(Note from RBD – You should explain how to return your forms).* There will be a property drop-box available from 9:00 AM until 5:00 PM Monday through Friday by the management office door. You can put a signed copy of Attachment A and any executed copies of Attachment B in the enclosed envelope and then leave them in the property drop box.

**Consideration of the Need for Reasonable Accommodation**

You have the right to request a reasonable accommodation to assist in facilitating a meeting with the owner/agent.

**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 staff.

**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.

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

Property 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*

## Attachment A: House Rules – Temporary Amendments Addressing COVID-19

*Note from RBD – Include revision to House Rules with appropriate wording.*

## Attachment B: Consent to Communicate Electronically

*Note from RBD – Include your consent form.*

## Attachment C: 30-Day Notice of Intent to Move

*Note from RBD – Include your 30-Day Notice of Intent to Move.*