|  |  |
| --- | --- |
| 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: |       |

Corrective action by:

Dear      :

On , you signed and entered in to a repayment agreement to return to HUD any housing assistance paid in error. You received housing assistance because of your failure to disclose accurate eligibility, employment and/or income information to comply with HUD Model Lease (HUD Form 90105A), paragraph(s) 4 part c, d and f. *(Note from RBD - if you use a different lease, please note the correct lease paragraph.)*

By signing a Repayment Agreement, you promised to make monthly payments on or before the  of every month until the balance was paid in full. In consideration of the signing of this Agreement, the owner/agent agreed to forbear the pursuing of legal and equitable remedies against you, but only for so long as you make timely payments under the terms of the Agreement.

During the COVID-19 pandemic, we need to evaluate what we can do to assist our residents who are been impacted by reduction in income and other changes.

We are notifying you that we are suspending the requirement to make these payments through June 30, 2021. On July 1, 2021, your requirement to make payments to return improper payments from HUD will commence and your standard monthly Repayment Agreement payment will be due on July 1, 2021. *(Note from RBD Some Repayment Agreements call for the payment to be due on another day of the month – e.g. the 15th – if that is the case, please modify this sentence.)*

**Questions Concerning this Notice**

The owner/agent is dedicated to providing decent, safe, and affordable housing to our residents. If you have any questions about this notice, please contact the management office.

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.

As always, we make every effort to ensure that you continue to receive housing assistance so that you can enjoy your home in our community. The owner/agent is dedicated to providing decent, safe, and affordable housing to our residents. If you have any questions about this notice, please contact the management office via 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

Manager Two Phone: xxx-xxx-xxxx Email: manager@property2.com

Manager Three Phone: xxx-xxx-xxxx Email: manager@property3.com

(*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 and your neighbors. We are working daily to implement strategies to protect our residents and our staff from COVID-19 while ensuring continuity of operations.

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

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*