

Tenant Notification Checklist

Tenant notifications must include the following components:

_____The amount of the rent increase per unit size. Listed rents should match the last approved Agency Rent Schedule. Verify that Rent Schedule is up-to-date and accurate.

_____A statement that the rent determination is subject to the review and approval of the Agency and, if applicable, subject to the review and approval of HUD;

_____A thorough explanation of the reasons for the rent increase

_____A statement that tenants and cooperators will have 30 days to inspect the complete rent increase application submitted by the housing sponsor pursuant to the Agency.

_____A statement that written comments on the proposed rents may be submitted to the housing sponsor, managing agent or the Agency's Director of Property Management within 30 days of the rent increase application being available for review.

If any of these are missing letter must be revised and re-distributed to tenants