ONE-YEAR NOTIFICATION LETTER – *OWNER INTENDS TO RENEW*

_____(*Date*)_____

Dear Tenant:

The Department of Housing and Urban Development subsidizes the rent of your apartment through the project-based Section 8 program. Federal law requires that owners provide tenants with a one-year notification before the expiration of a Section 8 contract. The Section 8 contract that pays the government's share of your apartment rent at _(*name of project*)_____ expires on _____(*one year from date of this letter*)___.

While there will be no immediate change in your rental assistance, we are required to inform you of our intended actions when the contract expires one year from now.

THIS LETTER IS TO NOTIFY YOU THAT WE INTEND TO RENEW THE CURRENT SECTION 8 CONTRACT WHEN IT EXPIRES.

If Congress makes funds available, which it has in the past and is expected to in the future, we will renew the Section 8 contract. However, in the unlikely circumstance that we cannot renew our contract, it is our understanding that, subject to the availability of funds, HUD will provide all eligible tenants currently residing in a Section 8 project-based assisted unit with tenant-based assistance. If we later decide not to renew the current Section 8 contract when it expires, we will provide you with at least one year of advance notification of this decision.

If you have any questions or would like information on the Section 8 Program, the following sources may be of assistance:

Contract Administrator (*if applicable*)

Name: _____

Telephone Number: _____

HUD Regional Center

Name: _____

Telephone Number: _____

HUD Web

http://www.hud.gov - click on "I want to" and the on "Find Rental Assistance."

Sincerely,

_____(*Owner*)_____

_____(*contact info*)_____

cc: Local HUD Office/_____(*Contract Administrator*)___