

**NOTICE TO TENANTS OF INTENTION TO SUBMIT A REQUEST TO MINNESOTA HOUSING FOR APPROVAL OF A DECREASE IN UTILITIES**

**(FOR UTILITY ALLOWANCE DECREASE ONLY)**

Date of notice: \_\_\_\_\_

Take notice that a Utility Allowance decrease has been calculated based on utility costs at [name of property] \_\_\_\_\_ and a request to decrease the Utility Allowance has been submitted to Minnesota Housing. The utility allowance(s) will decrease as follows:

<i>Bedrooms</i>	<i>Current Utility</i>	<i>Proposed Decrease</i>	<i>Proposed Utility</i>

A copy of the materials that we are submitting to Minnesota Housing in support of our request will be available during normal business hours at [address] \_\_\_\_\_ for a period of 30 days from the date of service of this notice for inspection and copying by the tenants of [property] \_\_\_\_\_ and, if the tenants wish, by legal or other representatives acting for them individually or as a group.

During a period of 30 days from the date of service of this notice, tenants of [property] \_\_\_\_\_ may submit written comments on the proposed Utility Allowance decrease to us at [address] \_\_\_\_\_. Tenant representatives may assist tenants in preparing those comments. (If, at Minnesota Housing's request or otherwise, we make any material change during the comment period in the materials available for inspection and copying, we will notify the tenants of the change or changes, and the tenants will have a period of 15 days from the date of service of this additional notice (or the remainder of any applicable comment period, if longer) in which to inspect and copy the materials as changed and to submit comments on the proposed utility allowance decrease. These comments will be transmitted to Minnesota Housing, along with our evaluation of them and our request for the decrease. You may also send a copy of your comments directly to Minnesota Housing at the following address: Minnesota Housing Attention: [HAP Officer Name] \_\_\_\_\_, 400 Wabasha St. North, Suite 400 St. Paul, MN 55102, Re: [Project No.] \_\_\_\_\_;

Minnesota Housing will approve, adjust upward or downward, or disapprove the proposed Utility Allowance decrease upon reviewing the request and comments. When Minnesota Housing advises us in writing of its decision on our request, you will be notified. If the request is approved, any allowable decrease will be put into effect only after a period of at least 30 days from the date you are served with that notice and in accordance with the terms of existing leases.

[Name of mortgagor or managing agent] \_\_\_\_\_