

**Annual Recertification  
Third Notice to Recertify and  
Notice of Termination of Housing Assistance**

Date: \_\_\_\_\_  
Unit #: \_\_\_\_\_  
Annual Recertification. Date: \_\_\_\_\_

RE: Annual Recertification

Dear \_\_\_\_\_:

On \_\_\_\_\_ and \_\_\_\_\_ we sent you notices requesting that you schedule your annual recertification interview. You still have not scheduled your interview.

The Department of Housing and Urban Development (HUD) requires that we review your income and household composition every year to redetermine rent and assistance levels.

To complete our review of your income and household composition, you must meet with \_\_\_\_\_ at \_\_\_\_\_ and supply the required information. Please contact \_\_\_\_\_ immediately at \_\_\_\_\_ to schedule an appointment.

If you meet with \_\_\_\_\_ and supply all required information we will not terminate your assistance unless your income shows that you are no longer eligible for assistance. If you report to management after \_\_\_\_\_ we will process your recertification but will not provide you with written notice of any resulting rent increase. If you do not respond before \_\_\_\_\_ your lease gives us the right to terminate your assistance and charge you the market rate rent of \$ \_\_\_\_\_ effective \_\_\_\_\_.

Please do not make us increase your rent. Contact us immediately to set up your interview!

Thank you for your cooperation.

Sincerely,

\_\_\_\_\_  
Management Signature