

**Annual Recertification
Initial Notice to Recertify**

Date: _____
Unit # _____
Annual Recertification Date: _____

Dear _____:

This is to notify you that on the basis of our review of your income and family composition, your monthly rent has been calculated as follows:

Contract Rent	\$ _____
Utility Allowance	\$ _____
Assistance Payment	\$ _____
Total Tenant Payment	\$ _____
Tenant Rent	\$ _____

The rent is effective for the month of _____.

Attached for your records is a copy of the Form 50059 Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures and applicable worksheet (s). The 50059 shows you the income we used to calculate your new rent and the amount of rental assistance, if any, that HUD pays monthly on your behalf.

Your next scheduled recertification is _____. By signing below, you acknowledge that you have been informed by this **Initial Notice** of when your next scheduled recertification is and understand your responsibility to respond to a **Reminder Notice** that will be sent to you approximately **120** days prior to the next scheduled recertification. If you do not respond to the **Reminder Notice** by _____, your lease gives us the right to raise your rent.

You may call me at _____ if you wish to arrange a meeting to discuss the above. Thank you for your cooperation.

Management Signature

Tenant Signature

Date

Tenant Signature

Date