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## SECTION 42 LIHC RECERTIFICATION NOTICE

### INITIAL NOTICE

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

FROM: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Thank you for making your home with us this past year. It is now time to review your lease file to prepare for the annual lease renewal.

The Internal Revenue Service (IRS) requires that we annually recertify your income and assets to determine your eligibility for an affordable unit as defined by the Section 42 Low Income Tax Credit Program. Our records indicate that your lease renewal date is \_\_\_\_\_, therefore, we need to begin this process as soon as possible. Your new rent amount will be \_\_\_\_\_.

I have selected a date and time for the recertification interview. All adult members of your household must attend this interview. You will need to bring all the names, addresses and telephone numbers of your income and asset sources. Your recertification has been scheduled for \_\_\_\_\_ at \_\_\_\_\_ AM/PM. This appointment will take approximately one hour. If you are not planning to stay with us another year, you need to come in at the appointed time to discuss your intentions to vacate. If you will not be able to keep the scheduled appointment, I need to hear from you. I can accommodate a scheduling change if you call me as soon as possible.

If you have any questions or concerns, please contact me at \_\_\_\_\_. Thank you for your cooperation!

Sincerely,

Property Manager

Original - Resident  
 Copy - Resident File

**OFFICE USE ONLY:**

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We encourage and support the nation's affirmative housing program in which there are no barriers to obtaining housing because of race, color, religion, sex, national origin, handicap or familial status.

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