*Date of Notice*

Dear Resident:

Take notice that on \_\_\_\_\_\_\_\_\_\_, we plan to submit a request for approval of an increase in the maximum permissible rents for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to the United States Department of Housing and Urban Development [HUD]. The proposed increase is needed for the following reasons:

 1.

 2.

 3.

The rent increases for which we have requested approval are:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unit Size | Current Contract Rent | Proposed Contract Rent | Proposed Increase | Current Market Rent [SOA236] | Proposed Market Rent[SOA236] | Proposed Increase | Current Utility Allowance | Proposed Utility Allowance |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

[Separate columns for contract and market rent should be used only for projects assisted under Sec. 236 of the National Housing Act. In addition, in projects with more than 1 type of apartment having the same number of bedroom but different rents, each should be listed separately.]

A copy of the materials that we are submitting to HUD in support of our request will be available during normal business hours at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for a period of 30 days from the date of service of this notice for inspection and copying by tenants of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 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 this notice, tenants of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may submit written comments on the proposed rent increase to us at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Tenant representatives may assist tenants in preparing those comments. (If, at HUD'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 period, if longer) in which to inspect and copy the materials as changed and to submit comments on the proposed rent increase). These comments will be transmitted to HUD, along with our evaluation of them and our request of the increase. You may also send a copy of your comments directly to HUD at the following address:

 West Virginia Housing Development Fund

 Attention: Paula Coss

5710 MacCorkle Avenue, SE

Charleston, WV 25304

HUD will approve, adjust upward or downward, or disapprove the proposed rent increase upon reviewing the request and comments. When HUD advises us in writing of its decision, you will be notified. Any increases 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.

Sincerely,

Owner or Management Company

**The above is an example only. Please refer to 24 CFR 245 for further guidance.**