

Owner/Agent Letterhead

Date of Notice

Dear Resident:

Take notice that on [date], we plan to submit a request for approval of an increase in the maximum permissible rents for [name of property] , 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 Rent Increase	Current Utility Allowance	Proposed Utility Allowance	Proposed Increase (Decrease)

A copy of the materials that we are submitting to HUD in support of our request will be available during normal business hours at [location where materials can be found] for a period of 30 days from the date of service of this notice for inspection and copying by tenants of [name 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 this notice, tenants of [name of property] may submit written comments on the proposed rent increase to us at [mailing address]. 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:

Oregon Housing & Community Services
Attention: Lindsey Jahn
725 Summer Street NE, Suite B
Salem, OR 97301-1266

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.

This notice should be prepared and distributed prior to submission to OHCS. Owner's Certification should accompany submission no later than 120 days prior to contract/funding expiration.