

Handbook Letter 203 (3560)

REFERENCE: HB-2-3560 Chapter 4

PURPOSE: Notice to Tenants (Members) of Proposed Rent (Occupancy Charge) and Utility Allowance Change

NOTICE TO TENANTS (MEMBERS) OF PROPOSED RENT (OCCUPANCY CHARGE) AND UTILITY ALLOWANCE CHANGE

Date Posted _____

You as a tenant (member) are hereby notified that, subject to Rural Development approval, rents (occupancy charge) and utility allowances will be changed effective _____ (at least 60 days from this posting or other timeframe if required by State law)

_____ (Project Owner Name) has filed with Rural Development, United States Department of Agriculture, a request for approval of a change in the monthly rent (occupancy charge) rates and/or utility allowances of the _____ (Name of apartment complex) for the following reasons:

- 1
- 2
- 3
- 4 Planned rent (occupancy charge) changes are as follows:

Unit Size	Present Rent (Occupancy Charge)		Proposed Rent (Occupancy Charge)		Amount Changed
	Basic	Note Rate	Basic	Note Rate	
Efficiency					
1-Bedroom					
2-Bedroom					
3-Bedroom					
4-Bedroom					
5-Bedroom					

Planned utility allowance changes are as follows:

Unit Size	Present Utility Allowance	Proposed Utility Allowance	Amount Changed
Efficiency			
1-Bedroom			
2-Bedroom			
3-Bedroom			
4-Bedroom			
5-Bedroom			

(Use where applicable such as when only basic or note rate rents and/or utility allowances are changing and the tenant is receiving rental assistance) Since you receive subsidy, your contribution for rent (occupancy charge) and utilities will not be changed so long as your income and household composition remain unchanged.

All materials justifying the proposed changes have been reviewed by Rural Development and will be made available to you and other tenants (members) to inspect and copy at (insert site manager address): _____ during the hours of (insert date(s) and time(s)): _____.

You may submit comments or objections in writing to the Rural Development Servicing Official during the 20-day period immediately following the posting of this notice. Comments or objections should include reasons or information you feel should be considered by the Rural Development Servicing Official. Your comments or objections must be filed prior to _____ with the Rural Development Servicing Official, _____, at the Servicing Office located at _____.

These comments will be reviewed by the Rural Development Servicing Official and forwarded to the Rural Development approval official who will decide if the change(s) should be approved.

If Rural Development approves the rent change as presented in this notice, no further notice will be made and the new rents will become effective upon the date given above. If the approved change cannot be made effective by the date shown above, an additional 30 day notice will be posted and the tenants will be notified in writing. The new rents and utility allowances will be effective at the next rent due date following the 30 day notice period.

By

Borrower/Borrower's Representative