

DENIAL LETTER

PROJECT: _____ (Date)

LOCATION: _____

Dear _____;

We are sorry that you did not qualify for tenancy in _____.

You have been determined to be ineligible for the following reason(s):

1. ___ You do not meet the age requirements to occupy a unit in an elderly designated project.
2. ___ Household income exceeds the moderate income level for the county.
3. ___ Based upon information obtained from your credit report, a history of unjustified and chronic non-payment of rent and financial obligations,. The name and address of the credit bureau providing the information is:

4. ___ A history of violence and harassment of neighbors.
5. ___ A history of disturbing the quiet enjoyment of neighbors.
6. ___ A history of violations of the terms of previous rental agreements, such as the destruction of a unit or failure to maintain a unit in a sanitary condition.

You may appeal this decision through an informal hearing. If you would like to have a hearing, you should request one within 10 days from the date of this letter by either telephoning or sending me a letter.

Even though you do not qualify for these units at this time, this does not prevent you from applying again if your situation should change.

Sincerely,

Owner/Manager/Agent



Contact Information:

Phone#

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

