[THIS IS A SAMPLE BASED ON APPENDIX 11-1 OF THE SECTION 8 RENEWAL POLICY. THIS NOTICE MUST BE PRINTED ON THE OWNER’S OR DULY AUTHORIZED REPRESENTATIVE’S LETTERHEAD AND SIGNED. PLEASE FILL IN THE BLANKS BELOW.]

 *(Date)*

Dear Tenant:

 This letter is to notify you that we are continuing with our intent ***not*** to renew the current Section 8 contract when it expires as stated in the one-year notification letter provided to you on *(*insert date of one-year notification letter).

 Since we do not intend to renew this project-based contract upon its expiration, it is our understanding that, if Congress makes funds available (which it has in the past and is expected to in the future), the Department of Housing and Urban Development will provide all eligible tenants currently residing in a Section 8 project-based assisted unit with tenant-based assistance. Unlike the current project-based Section 8 contract, Section 8 vouchers are issued to the tenants and allow them to choose the place they wish to rent. The Section 8 voucher program is administered by the local Public Housing Authorities. Federal law allows you to elect to continue living at this project provided that the unit, the rent, and we, the owners, meet the requirements of the Section 8 tenant-based assistance program. As an owner, we will honor your right as a tenant to remain at the project on this basis as long as it continues to be offered as rental housing, provided that there is no cause for eviction under Federal, State or local law.

You will also have the opportunity to choose another development or single family house in which to move provided that the new landlord will accept the voucher and the owner and the unit meet Section 8 tenant-based program requirements.

Please remember that project-based Section 8 rental assistance will continue to be provided on your behalf until (one year from the date of the one-year notification letter). In addition, we may agree to a renewal of the contract with HUD, thus avoiding contract termination altogether. However, if we do not agree to a renewal, and if we continue with our intent not to renew the Section 8 contract, as stated above, you will be contacted and provided with additional information.

If you have any questions or would like information on the Section 8 Program, the following sources may be of assistance:

Contract Administrator

Name: SHCC Resident Call Center

Telephone Number: 1-888-842-4484

HUD Regional Center

Name:

Telephone Number:

# HUD Web

[http://www.hud.gov](http://hud.gov) - click on “I want to” and then on “Find Rental Assistance.”

Sincerely,

*(Owner)*

*(contact info)*

cc: Local HUD Office/Southwest Housing Compliance Corporation

[Owner or project name] does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

Language below is included by owners, managing entities or projects employing 15 or more people:

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development’s regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

[Name] [Address] [Telephone-Voice] [Telephone-TTY]