**NOTICE OF UTILITY ALLOWANCE AND RENT CHANGE**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attention All Household Members:

This is to notify you that SHCC and HUD have reviewed and approved the owner’s required annual analysis of the utility allowance for your Section 8 unit at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. During this process, both parties considered all information provided by project management as well as any comments provided by tenants during the 30-day comment period.

Pursuant to this assessment, HUD has approved a change in your utility allowance from \_\_\_\_\_\_ to \_\_\_\_\_\_, effective \_\_\_\_\_\_\_.

This letter shall also serve as your 30-day notification that your monthly rent will *increase* by the same amount that your utility allowance *decreased.* **Effective \_\_\_\_\_\_\_\_, your new monthly rent will be \_\_\_.** T**his notice amends Paragraph 3 or 5 (select appropriate number) of your lease agreement, which sets forth the amount of rent you pay each month.**

You have the right to meet with management to discuss this rent change. Please contact the office if you would like to do so.

Sincerely,

Title