[THIS IS A SAMPLE BASED ON APPENDIX 11-3 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:

 The Department of Housing and Urban Development subsidizes the rent of your apartment through the project-based Section 8 program. Federal law requires that owners provide tenants with a one-year notification before the expiration of a Section 8 contract. The Section 8 contract that pays the government’s share of your apartment rent at *(name of project)*  expires on *(one year from date of this letter) .*

 While there will be no immediate change in your rental assistance, we are required to inform you of our intended actions when the contract expires one year from now.

**THIS LETTER IS TO NOTIFY YOU THAT WE INTEND TO RENEW THE CURRENT SECTION 8 CONTRACT WHEN IT EXPIRES.**

 If Congress makes funds available, which it has in the past and is expected to in the future, we will renew the Section 8 contract. However, in the unlikely circumstance that we cannot renew our contract, it is our understanding that, subject to the availability of funds, HUD will provide all eligible tenants currently residing in a Section 8 project-based assisted unit with tenant-based assistance. If we later decide not to renew the current Section 8 contract when it expires, we will provide you with at least one year of advance notification of this decision.

 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]