

MODEL LETTER

Send Notice to Terminate Over-Income Households' Assistance

Use a notice like the following when terminating assistance to over-income households. The notice also includes the HUD-mandated invitation to the household to request a meeting within 10 days. Have your site's attorney look over your notice before sending it.

NOTICE OF TERMINATION OF ASSISTANCE

Feb. 17, 2015

Dear Smith Household:

This letter is to advise you that a review of your tenant file indicates that your household is now able to pay the gross rent for your unit. This means your household is no longer eligible for HUD rental assistance. You will not have to leave the site or your unit because of this. It simply means your rent will no longer be paid in part by HUD. Also, you will no longer have to comply with HUD paperwork and certification requirements.

Due to your ability to pay the gross rent for your unit, your assistance is terminated effective *[insert date of termination]*. Should you choose to remain in occupancy after the effective date of your termination, you will be responsible for paying the full amount of rent to the owner. The full amount of rent you will be required to pay is *[\$insert rent amount]*. If you fail to pay the increased rent, the owner may terminate tenancy and seek to enforce the termination in court.

If you wish to meet to appeal this decision, you have the right to an informal hearing. The request must be submitted in writing within 10 working days from the date of this letter. Your request should be directed to me.

If your request is not received within 10 days, you will waive your right to a hearing and our decision to terminate your assistance will become final. This does not, however, constitute a waiver of your rights to appropriate judicial proceedings.

Sincerely,
Joe Site Manager