Send Notice to Inform Households of HAP Contract Expiration

Here's a Model Notice you can use to give households the one year's advance notice of HAP contract expiration that HUD requires. It tells households the HAP contract's expiration date, explains what the contract is, and the owner's intention at contract expiration.

The notice also reassures households that this doesn't necessarily mean they will suffer any inconvenience. It provides an explanation of the household's eligibility for vouchers should the HAP contract end. Remember that the notice must be on the owner's or duly authorized representative's letterhead and signed; served by delivery to each unit in the project or mailed to each head of household of a unit; and must be translated in the appropriate language if the majority of a site speaks a language other than English.

ONE-YEAR NOTICE OF CONTRACT EXPIRATION — OWNER DOES NOT INTEND TO RENEW

To: **ALL RESIDENTS**

From: [*Insert Site Owner's name & Site's name*]

Date: [*Insert date*]

Re: **HUD HOUSING ASSISTANCE**

The Department of Housing and Urban Development (HUD) 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 [*insert site name*] expires on [*insert date*] (one year from date of this letter).

Although 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 NOTICE IS TO NOTIFY YOU THAT WE DO NOT INTEND TO RENEW THE CURRENT SECTION 8 CONTRACT WHEN IT EXPIRES.

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), HUD 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 Authority. Federal law allows you to elect to continue living at this property 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 property 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 for one year. In addition, we may agree to a renewal of the project-based contract with HUD, thus avoiding contract termination altogether.

Approximately four months (120 days) before the expiration of the Section 8 contract, HUD requires that we confirm our final decision to not renew this contract. Following this confirmation, you will be contacted by the local Public Housing Authority (PHA) to determine your household's eligibility for tenant-based assistance. If you intend to apply for Section 8 tenant-based rental assistance you should not move from your current unit until you have consulted with the local PHA about your eligibility for tenant-based assistance.

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

Contract Administrator (if applicable): Name & Tel. # _____

HUD Regional Center: Name & Tel. # _____

SITE OWNER'S signature: _____ Date: _____