

Notify Residents of Weatherization Work

You can adapt and use this form, based on one developed by the Georgia Environmental Facilities Administration, to notify residents that weatherization work has been done at your site. Keep a copy of the notification in each resident's file to prove compliance with their leases' notification requirements for nonemergency maintenance activity. Be sure to show this form to your attorney before using it.

RESIDENT NOTIFICATION

[Insert date]

Please be advised that on *[insert date]* your landlord, *[insert name of site owner]*, authorized *[insert name of weatherization agency]* to perform weatherization work on the premises of *[insert site address]*.

In exchange for the weatherization work, your landlord agreed that the unit rent shall not be raised because of the increased value of the dwelling unit due solely to weatherization assistance for a period of one year from the completion date of the work. The work was completed on *[insert date]*.

If you have a problem with the weatherization work, or if the landlord raises the rent within a year of having the work done, call *[insert the name of contracting agency]* at *[insert tel. #]* within thirty (30) days.

If the weatherization contracting agency does not resolve the problem, you may call the Legal Services office nearest you.

SITE MANAGER SIGNATURE _____ DATE _____