

## MODEL LETTER

### Have Staff Check Off Rejection Reasons

You can use a letter like the one below to tell applicants you're rejecting their request for housing at your site. The letter has boxes so your staff can check off the rejection reason or reasons that apply to an applicant. Be sure to tailor the rejection reasons in your letter to the eligibility and screening criteria at your site. And if you check off credit history as one of the reasons for rejection, send a separate letter along with this one that spells out the applicant's rights under the Fair Credit Reporting Act. Ask your attorney to okay your use of a letter like this one before you send it out to applicants.

[Insert date]

[Insert Applicant name & address]

Dear Applicant:

On [insert application date] you submitted an application for residency at our site. Based on information currently in our files, we have rejected your application because:

- Your income is too high for our housing program.
- Your household is composed entirely of full-time students and is not eligible to live at our site.
- We are not accepting applications for the unit size that your household requires.
- The largest unit size at our site is too small to accommodate your household.
- Your household does not meet our site's age or disability requirements.
- Landlord reference checks have revealed that you have a history of nonpayment of rent or eviction for nonpayment of rent.
- Landlord reference checks have revealed that you have a history of not complying with applicable certification and recertification procedures.
- Landlord reference checks have revealed that you have a history of disruptive behavior or damaging site property.
- A home visit or landlord reference check has revealed that you have unsafe or unsanitary housekeeping habits.
- Credit checks have revealed that you have a bad credit history. (See attached letter explaining your rights under the Fair Credit Reporting Act).
- Police records have revealed that you have a history of physical violence, criminal activity, or drug-related activity.

You may, within 14 days after you receive this notice, respond in writing or request a meeting with our management to discuss this response to your application.

Very truly yours,  
[Insert Site Manager's signature]