

## MODEL LETTER

### **Use Announcement Letter to Head off Trouble During Tax Credit Conversion**

Here's a letter you can adapt and use to assist you in heading off problems and getting residents to cooperate with the tax credit site conversion and site rehabilitation project.

Dear Residents:

We are pleased to inform all residents that ABC Apartments is about to undergo a complete rehabilitation. Many units will be upgraded with new appliances and a new heating system. The lobby will be redesigned to feature a comfortable sitting area with artwork and plants. There will be a new gated entry, a new mailroom, and a new fitness center available to all residents at no charge.

Once the site is fully renovated, it will be operated under a federal housing program governed by the IRS, and will be subject to household income and rent restrictions. IRS regulations require us to review your household income and composition to determine your household's eligibility for the program. To comply with these requirements, we need you to attend an interview to provide income and asset information for your household. We will conduct interviews at the management office from Sept. 4 through Sept. 6 between the hours of 9 a.m. and 6 p.m. The interview should take approximately 20 minutes. All adult members of your household need to be present. Please call the management office at (123) 456-7891 to schedule an interview.

Please complete the attached certification form and bring it with you to your interview. Also, please bring the mailing addresses of all income and asset sources, including your employer(s), bank(s), and government agencies.

The rehabilitation project will begin in mid-October and will take about six to nine months to complete. During this time the building's main entrance will be closed, and all residents and their guests must use the service entrance on Side Street. The mailroom will remain in service throughout the renovation. Some households may have to be relocated to other units in the building or to another site during some stages of the project.

On Aug. 15, 2014, at 8 p.m., we will be holding a meeting in the community room for all residents to further explain the rehabilitation project and the requirements of the housing program. In the meantime, if you have any questions about the project, please feel free to call me at (123) 456-7891 at any time.

Thank you for your cooperation. I look forward to seeing you in our beautiful new community!

Yours truly,  
Martin Manager