



(Date)

(Name)

(Street Address)

(City, State, Zip Code)

RE:

(Street Address)

(City, State, Zip Code)

Subsidy # VO01644

Dear Participant:

In response to your hearing request, a Telephonic Informal Hearing has been scheduled for _____ **at**
_____**(time). Please follow these steps to connect to the Telephonic Informal Hearing on the scheduled day and**
time of your hearing:

- 1. Call 1-470-582-0138**
- 2. When prompted, enter the Conference #:**

During the hearing, you may be represented by legal counsel or others at your own expense. Please notify me if you will be represented by counsel at the hearing. In addition, you may produce evidence and/or witnesses on your own behalf and cross examine other witnesses.

You must provide copies of all evidence that you intend to produce at the hearing. The information must be emailed to _____ by _____. Evidence not previously submitted to the Department of Community Affairs (DCA) for our review prior to the hearing will not be accepted at the hearing.

DCA will provide you with an opportunity to examine all evidence that we intend to introduce at the hearing. In order to request complete copies of the evidence you must email a request to _____ (email address) no later than listed at the bottom of this letter no later than _____

If you are unable to attend this hearing you must notify me 24 hours in advance and provide documentation of the emergency preventing your attendance at the hearing. If this scheduled hearing must be canceled due to the emergency, one final hearing will be scheduled.

DCA will cancel the hearing and the termination will be upheld if you fail to connect to the conference call as instructed within 15 minutes of the scheduled time of the hearing. Hearing decisions are final and cannot be appealed.

DCA will not make any future payments to your landlord, schedule any HQS inspections, or approve any lease or contract unless the results of the hearing require that your assistance be reinstated. You will be responsible for the entire amount of the contract rent.

If you have any questions or require additional information, please contact me at _____

(Phone Number)

Sincerely,

Compliance Officer

(Phone Number)

