LIHTC GENERAL INFORMATION LETTER

(Must be sent on Owner/Developer’s Letterhead

 Not property letterhead)

Date: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Apartment Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_GA ID #\_\_\_\_\_\_\_\_\_\_\_\_\_ Apt. #\_\_\_\_\_­­­\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Property Owner) submitted an application to the Georgia Department of Community Affairs for financial assistance to rehabilitate the building that you occupy.

The application has been approved and assistance will be provided for the rehabilitation of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (property name). You will be able to lease and occupy your present apartment (or another suitable, decent, safe and sanitary apartment in the same complex) upon completion of the rehabilitation. Within the next ninety (90) days, you will be asked to supply management with documentation of income and eligibility in order to continue to live at this housing development. Of course, you must comply with standard lease terms and conditions.

After the rehabilitation, your initial rent, including the estimated average monthly utility costs, will not exceed the greater of (a) your current rent/average utility costs, or (b) 30 percent of your average monthly gross household income. If you must move temporarily so that the rehabilitation can be completed, suitable housing will be made available to you for the temporary period, and you will be reimbursed for all reasonable extra expenses, including all moving costs and any increase in housing costs.

Again, **we urge you not to move**. You can be sure that we will make every effort to accommodate your needs. This letter is important and should be kept.

In the next few weeks you should be receiving notice of meetings that will be designed to inform you of the plans for the property. Be sure to attend these meetings to hear about the improvements that will be made to your complex. These meetings are the perfect time for you to ask any questions you may have about the process.

In the meantime, if you have any questions about our plans, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Owner’s Representative) at the following number \_\_\_\_\_\_\_\_\_\_\_. When renovations begin you will be provided with a contact and contact number that can be used 24 hours a day in case of an emergency.

Sincerely,

The Owner

Title

Company Name