

ANNUAL RECERTIFICATION-LIHTC
SECOND REMINDER NOTICE

Date: _____

Dear Resident:

on _____ you received a notice requesting that you contact _____
(Resident Manager)
at the rental office to process your annual recertification interview. So far you have not scheduled your interview.

The Tax Credit Program governed by the Internal Revenue Service (IRS), requires that we review your household's income and family composition at initial certification and then on an annual basis.

In order to begin this process, we have scheduled an appointment for you with _____
(Resident Manager)
on _____, 20____, at _____ A.M. or P.M.

If you cannot attend, you must call the manager as soon as possible to reschedule the appointment at (____) _____. All household members, who are 18 years of age or older, will be asked to sign the Tenant Income Certification Questionnaire, as well as any other income verifications deemed necessary.

Cooperation with this requirement is a condition of continued program participation. If you fail to respond to this notice after _____, a Thirty Day (30-day) Notice to Vacate the Premises will be issued.

In order to be in compliance with the Tax Credit procedure, it is necessary for you to bring with you to the interview the following:

- Copies of:
- Current 1040 or W-2 forms
 - All Paycheck Stubs from _____ through _____
 - Bank statements:
 - Six Bank Statements for checking account from _____ through _____
 - Most current statement for all savings or time deposits
 - Verification of monthly child support
 - Verification of childcare services AND copies of payment receipts from _____ through _____
 - Current value of real estate
 - Monthly annuity or pension payments
 - Recent award letter from Social Security or Welfare (letter must be dated from _____ on)
 - Support payments from relatives (monthly amount – statement)
 - Award letter from unemployment (Call _____ and request a print out of pre-claim computation screen)
 - Any other income or asset not listed above

Please be advised that after you complete the Tenant Income Certification Questionnaire, HEC, REA or Income Certification, the required information may differ.

Please be advised if you do not recertify by _____, your tenancy will be terminated.
(Recertification Date)

Very truly yours,

Community Manager