PRESERVATION PARTNERS

ADDITIONAL INFORMATION REQUESTED

Date: _____

Dear Resident:

After reviewing the information you provided for your recertification, we still require additional information or action from you before your recertification can be completed. Please see the items indicated below.

☐ Your preliminary information is incomplete. Please submit:

- ☐ Completed application
- ☐ Completed Resident Income Questionnaire - PPMG-101
- ☐ ☐Current ☐ Prior, 1040 or W-2 forms
- ☐ Profit and loss statement (self-employed)
- ☐ Paycheck Stubs _____
- ☐ certification of non-working tenant
- ☐ Bank statements:
  - ☐ Bank Statements for checking account from _____
  - ☐ Most current statement for all savings or time deposits
- ☐ Verification of monthly child support
  - ☐ Verification of childcare services AND copies of payment receipts _____
- ☐ Current value of real estate
- ☐ Monthly annuity or pension payments
- ☐ Recent award letter from Social Security or Welfare
- ☐ Support payments from relatives (monthly amount – statement)
- ☐ Award letter from unemployment
- ☐ other (specify below)

_____

_____

_____

_____

_____

_____

_____

If the signature(s) or requested information is (are) not returned by the _____ (Recertification Date), your new rent will be $_____, the full market/contract value, which will become effective on _____ (Recertification Date).

IF YOU FAIL TO COMPLETE YOUR RECERTIFICATION ON OR BEFORE THE 10TH OF _____, AND THERE IS AN INCREASE TO YOUR RENT, YOU WAIVE YOUR RIGHT TO A 30-DAY RENT CHANGE NOTICE PER PARAGRAPH 15 OF YOUR LEASE, IF YOU CAUSE THE DELAY.

Please remember: Failure to sign the HUD Form 50059 is considered a failure to recertify. In order to complete the mandatory recertification, we must obtain your signature on HUD Form 50059.

Please return the paperwork to the manager's office.

Very truly yours,

Community Manager