

Appendix 5

Sample Letter Disapproving an Application
for Approval as a Housing Counseling Agency

Dear _____:

After a careful review of your application for HUD approval as a housing counseling agency, I am unable, at this time, to grant approval to your organization.

I found your application does not meet the requirements of HUD Handbook 7610.1 REV-4 with respect to the following provisions.

(List each criterion not met and indicate why it was not met. If the unacceptable aspects of the application are numerous, consider stating them on attached sheets rather than in the body of this letter.)

You may appeal this decision by writing to this office and/or requesting an appointment. However, instead of an appeal, the Department encourages you to submit a revised application in which you address the deficiencies noted above.

If you wish to discuss this matter, please call (enter name of reviewer) (office telephone number) who is available to provide any assistance you might need.

Thank you for your interest in HUD's housing counseling program.

Sincerely,

Single Family Director