

SAMPLE APPROVAL LETTER  
SALES HOUSING

RE: Affirmative Fair  
Housing Marketing  
Plan: \_\_\_\_\_  
Project: \_\_\_\_\_  
Location: \_\_\_\_\_  
Number: \_\_\_\_\_

Dear:

We are pleased to advise you that the AFHM Plan (AFHMP) that you submitted for the project is approved as of the date of this letter.

As you know, the primary purpose of the affirmative marketing program is to promote a condition in which individuals of similar income levels in the same housing market area have available to them a like range of choices in housing, regardless of the individual's race, color, religion, sex, handicap, familial status or national origin. Accordingly, the Department has identified procedures which you are required to follow pursuant to the goals of the program, the approved AFHMP and the Department's regulations, as follows:

- (1) The approved AFHMP must be available for public inspection in your office.
- (2) The HUD Fair Housing Poster is required to be prominently displayed in all offices in which sales activity takes place; displayed from the start of construction; and properly maintained throughout the construction and sales period.
- (3) You must ensure that all advertising material related to this housing contains the Equal Housing Opportunity logo, slogan, or statement, in conformance with the HUD Fair Housing Advertising Regulations (24 CFR Part 109). Copies of materials sent to community contacts must be submitted to this office.
- (4) Notify the FHEO Division either by phone or in writing of the dates on which you plan to (a) commence general marketing activities; (b) accept applications; and (c) begin initial occupancy.

We encourage you to make every possible good faith effort to carry out the provisions and fulfill the objectives of the AFHM Plan. If you have any questions or need assistance, please call us at ( ) \_\_\_\_\_.

Director  
FHEO Division

Enclosures

---