

SAMPLE APPROVAL LETTER  
RENTAL HOUSING

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

Dear

We are pleased to advise you that the AFHM Plan that you submitted for the subject 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 Department's regulations, and your approved Plan.

- (1) The approved AFHM Plan 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 or rental activity takes place; displayed from the start of construction; and properly maintained throughout the construction and sales/rental 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 Regulation (24 CFR Part 109). Copies of materials sent to community contacts must be submitted to this office.
- (4) No later than 90 days prior to engaging in marketing activities you should notify the FHEO Division either in writing or by phone of the dates on which (1) you plan to start initial marketing activities; (2) accept applications; (3) and start initial occupancy. At this time a Preoccupancy Conference may be scheduled.

- (5) Begin diligent marketing activities in accordance with the agreement 90 days prior to the anticipated date of availability for occupancy of the first unit of the project.
- (6) Once initial rental begins on the project, you must file a report on Form HUD-935.5 with this office as soon as either (a) the number of applications received is no more than one half the number of units in the project; (b) one-half of the application taking period has passed; or (c) the application period has closed. The passage of the application period may occur, at times, with such speed as to preclude a filing under (a) or (b) above. When the application taking process is completed, a final Form HUD-935.5 must be completed.

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

Director  
FHEO Division

Enclosures