

APPLICANT NOTIFICATION OF ON-SITE COMPLIANCE REVIEW

Certified Mail - Return Receipt Requested

Project Name(s) \_\_\_\_\_  
Project Number(s) \_\_\_\_\_

This letter is to inform you that an on-site compliance review of the above-captioned project(s) will be conducted by our office on (date) at (time). The purpose of the on-site review is to determine your compliance with the Affirmative Fair Housing Marketing regulation and requirements issued pursuant to the Fair Housing Act and Executive Order 11063.

This on-site review is being conducted:

as a result of the recent compliance meeting held on (date);

due to our receipt of a complaint filed by (complainant) on (date);

pursuant to the Director, Office of Regional FHEO's authority to initiate compliance reviews. (See 24 CFR 108.40(b))

Please contact (EOS) at (Telephone #) to confirm the above date and time. We will be interviewing you and your staff as well as reviewing all relevant information and records which document your affirmative marketing activities. If you have any questions regarding the compliance review process, please call.

Thank you for your cooperation in this matter.

Sincerely,

Director, Office of Regional FHEO

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