

**Owners Five Year Renewal Notification Letter to Project-Based Assisted Tenants**

\_\_\_\_\_  
(Date)

Dear Resident:

This is to inform you that we have entered into a five year agreement with the Department of Housing and Urban Development (HUD) to renew the Section 8 HAP contract for (name of project).

The five year agreement is essentially a one-year contract that will automatically renew for four additional one year terms, provided that Congress makes funds available. Congress has provided money to renew expiring Section 8 contracts and we anticipate that they will continue to do so in the future. What this means to you the tenant, is that you can most likely plan on remaining in your unit for at least the next five years, provided that Congress makes funds available for renewals and provided that we, comply with our obligations under the program. One hundred and eighty days before expiration of the final years contract, you will receive written notification informing you as to whether or not the contract will be renewed for an additional term.

If you have any questions, please call [local HUD office] at [office phone number]. You may also call [local group offering tenant assistance] at [phone number].

Sincerely,

(Owner)

cc: Local HUD Office

# One Hundred Eighty Day Notification Letter to Assisted Tenants When Owner Intends to Renew

\_\_\_\_\_  
(Date)

Dear Resident: (This letter should be sent only to assisted tenants of the project)

We currently have a Section 8 contract with the Department of Housing and Urban Development. We are required to provide you with not less than 180 days written notice prior to the expiration of \_\_\_\_\_ (name of project) Section 8 HAP contract. The Section 8 contract that pays the Government's share of your apartment rent will expire on (date not less than one-hundred eighty days from now).

This letter is to notify you that we intend to renew the contract. Subject to the availability of funds, the renewed contract will run for a five year period.

In order for us to renew this contract, Congress must make funds available. For the last few years, Congress has provided money to renew expiring Section 8 contracts, however, we are required by law to notify you of the possibility that the contract may not be renewed if Congress does not provide adequate funding. If the contract is not renewed, HUD will provide Section 8 vouchers to all eligible residents who are currently receiving assistance. This tenant-based assistance will let you choose the place you wish to rent.

Please note, this letter does not indicate an intent to terminate the Section 8 contract by either the owner or the Department of Housing and Urban Development, provided that there is Congressional approval of funding availability.

If you have any questions, please call [local HUD office] at [office phone number]. You may also call [local group offering tenant assistance] at [phone number].

Sincerely,

(Owner)

cc: Local HUD Office

# One Hundred Eighty Day Notification Letter to Assisted Tenants When Owner Does Not Intend to Renew

(Date)

Dear Resident: (This letter should be sent to Assisted Tenants of the project only)

As a participant in the Department of Housing and Urban Development's Section 8 program, we are required to provide you with not less than one hundred and eighty days written notice prior to the termination or expiration of (name of project) Section 8 HAP contract. The Section 8 contract that pays the Government's share of your apartment rent expires on (date not less than one hundred and eighty days from now).

This letter is to notify you that we do not intend to renew the contract when it expires.

Since we do not intend to renew this project-based contract upon its expiration, HUD will provide Section 8 vouchers to all eligible residents currently living in a unit receiving assistance. This tenant-based assistance will let you to choose the place you wish to rent. It is also possible that we will agree with HUD to a renewal of the contract and the termination will be avoided.

If you are eligible to receive a voucher: *owner select one of the following:*

- ☐ you will be allowed to use a voucher to continue living here provided that the unit, property and owner meet basic program requirements; or
- ☐ we do not plan to accept vouchers but you may use one to rent another apartment or house provided that all program requirements are met.

Tenants, please remember that your rental assistance will not change for six months. Four months before the expiration of the Section 8 contract, we will alert HUD of our final decision. At that time, the (INSERT NAME OF HOUSING AUTHORITY) will begin to process voucher assistance for you.

If you have any questions, please call [local HUD office] at [office phone number]. You may also call [local group offering tenant assistance] at [phone number] or Name and phone number of Housing Authority responsible for issuing vouchers

Sincerely,

(Owner)

cc: Local HUD Office