

# Sample

## Mark-to-Market Form 10.3(a) Market Rent Determination; Transmittal of Section 8 HAP Contract

From: OAHP Preservation Office

To: PAE

Transmission: Overnight Hard Copy

\_\_\_\_\_  
(date)

Project Name: \_\_\_\_\_

FHA Number: \_\_\_\_\_

Section 8 HAP Contract Number: \_\_\_\_\_

REMS ID Number: \_\_\_\_\_

Dear PAE:

\_\_\_\_\_ Approved Market Rents

\_\_\_\_\_ Market Rents Revised as Result of Appeal

1BR \$ \_\_\_\_\_

2BR \$ \_\_\_\_\_

3BR \$ \_\_\_\_\_

4BR \$ \_\_\_\_\_

[Insert other unit sizes if necessary]

We have approved the market rents noted above for the subject Lite transaction. If these rents differ from the rents you submitted, the explanation for any changes is included in our attached review or appeal documentation. The new Section 8 HAP Contract reflecting the approved rents is enclosed for your transmittal to the owner. Any conditions that must be included in the contract have been included.

Please provide the owner with the Section 8 HAP Contract as well as either Form 10.4(a) Notification of Market Rents, or the appropriate Form 10.7 if these market rents are the result of an appeal, as soon as possible, but no later than three business days from the date of this letter.

If you have any questions about this transaction, please do not hesitate to contact the Debt Restructuring Specialist, [insert name] at [insert phone].

Sincerely,

OAHP Preservation Office Director

cc: HUD Project Manager, with copy of the Section 8 HAP Contract  
Section 8 Contract Administrator

Enclosures: Section 8 HAP Contract