

Sample

Mark-to-Market

Form 3.3

Notice of 1st Restructure Plan Consultation/Tenant Meeting

(Date)

Project Name: _____

FHA Number: _____

Section 8 Expiration Date: _____

REMS I.D. #: _____

Dear (Tenants & Other Interested Parties):

This notice serves to inform you and other tenants of a meeting concerning the restructuring of rents and project mortgage debt for (project name and address) and (any proposed sale or transfer of property) under HUD's Mark-to-Market program. The purpose of the Mark-to-Market program includes reducing excessive assistance of properties and promoting resident responsibility and choice in housing. If you are a tenant in a subsidized unit, the rent you are charged will continue to be calculated as it has been in the past; your rent will not change unless your income changes.

We have been selected by HUD as the Participating Administrative Entity (PAE) to act on the Department's behalf in developing a Restructuring Plan for this project. You are invited to a meeting on (date, no less than 20 days and no more than 40 days from issuance of this letter) at (location, either on-site at project or nearby).

This meeting will give you and other tenants, as well as any other interested parties which you would like to invite (including representatives of tenant organizations), an opportunity to provide comments regarding the Restructuring Plan for this project. In particular, we are seeking your views on the physical condition of the property, the quality of the management of the property, the availability of affordable housing opportunities in your area, comparable market rents, whether the assistance should be project-based or tenant-based, and other issues that may be of concern to you and your neighbors. Your comments may be submitted in a written or oral format and will be accepted through (date of meeting).

Sincerely,

(PAE Official)

(Title)

cc: Local HUD Office, Director of Housing
HUD Project Manager
Other Interested Parties