NOTICE TO TENANTS THAT A UTILITY ALLOWANCE DECREASE HAS BEEN CALCULATED AND SUBMITTED TO HUD FOR APPROVAL

date

Take note that a Utility Allowance (UA) decrease has been calculated based on the utility costs at **PROPERTY NAME**, and a request to adjust the UA has been submitted to the United States Department of Housing and Urban Development (HUD)/Contract Administrator (CA). This change will take effect on **UA EFFECTIVE DATE.**

 The proposed Utility Allowances to be effective **EFFECTIVE DATE** are:\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | Present UA | Proposed UA |
| Bedrooms |  |  |
|  |  |  |
|  |  |  |
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You have the right to participate as provided in §245.420. A copy of the materials that we are submitting to HUD/CA in support of our request will be available during normal business hours at **PROPERTY ADDRESS** for a period of 30 days from the date of service of this notice for inspection and copying by tenants of **PROPERTY NAME** and, if the tenants wish, by legal or other representatives acting for them individually or as a group.

During a period of 30 days from the date of service of this notice, tenants of **PROPERTY NAME**

may submit written comments on the proposed rent adjustment to us at **PROPERTY ADDRESS.** Tenant representatives may assist tenants in preparing those comments. (If, at HUD’s request or otherwise, we make any material change during the comment period in the materials available for inspection and copying, we will notify the tenants of the change or changes, and the tenants will have a period of 15 days from the date of service of this additional notice (or the remainder of any applicable comment period, if longer) in which to inspect and copy the materials as changed and to submit comments on the proposed Utility Allowance decrease. These comments will be transmitted to HUD/CA, along with our evaluation of them and our request for the decrease.

You may also send a copy of your comments directly to the Contract Administrator at the following address:

North Tampa Housing Development Corporation

4300 West Cypress Street, Suite 300

Tampa, FL 33607

HUD will approve, adjust upward or downward, or disapprove the proposed utility allowance decrease upon reviewing the request and comments. When HUD/CA advises us in writing of the decision on our request, you will be notified. If the request is approved, any allowable adjustment will be put in effect only after a period of at least 30 days from the date you are served with that notice and in accordance with the terms of existing leases.

**OWNER/AGENT NAME (signature)**

**PROPERTY**