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| Write an Appeal to the Housing Authority Board |

Congratulations {{ users }}! You have finished all the forms you need to Write an Appeal to the Housing Authority Board. The rest of the pages in this packet are your letter to the Chair of the Housing Authority Board.



## Next steps

1. Deliver or mail a copy of this letter to the Chair of the Housing Authority Board. Don’t forget to include a copy of the Grievance Decision as an attachment!
2. **Keep a copy for yourself.**
3. If the Chair does not answer your letter within 30 days, you may need to deliver or send another letter.

## To send your letter

1. Look over the forms below, one more time. Make sure everything is correct.
2. Verify that you included a copy of the Grievance Decision as an attachment.
3. Deliver a copy of this letter to the Housing Authority Office, or send it in the mail.
4. You can ask the post office for proof of delivery, but it is not required.

## What happens after I send the letter?

1. Wait for a reply. The Chair will decide on your appeal and notify you in writing.

## What do I do if the Chair ignores my letter?

1. The Chair will provide a written decision upholding, setting aside, or modifying the decision. If thirty (30) days goes by, deliver or send a follow-up letter.

## What happens if the Chair agrees with me?

1. The written decision will provide all the details you need. Each case is different!
2. **Read** the response as soon as you get it. If you have questions, MassLegalHelp may be able to help you more.

## Learn more

Visit **https://www.masslegalhelp.org/housing-apartments-shelter/public-subsidized-housing/sample-letters-forms-and-worksheets**

or use the QR code below: