**VIA E-MAIL**

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SUBJECT: Management & Occupancy Review

HAP Contract No.

,

Dear :

On , serving as your Compliance Manager (CM), conducted a Management and Occupancy Review (MOR) of the subject property and met with **[LIST NAME OF ATTENDEES]**. Enclosed is a copy of the MOR Report which identifies the findings noted as a result of the MOR.

The property received an overall rating of . The findings and deficiencies noted are correctable. Please provide a written response to this office regarding the findings cited in the HUD-9834 **within 30 days** from the date of this letter**.** Your response should be emailed as an attachment to [MORdocs@nhcinc.org](mailto:MORdocs@nhcinc.org). You are not required to submit any additional copies by mail or to any other email address. Please name the attachment(s) “**Owner Response**” and enter the property contract number in the subject line. For example, your specific subject line will be:

Admission into and continued occupancy in the Section 8 housing program require the collection of Social Security Numbers (SSNs) for all household members. Owners/Management Agents are encouraged to develop a plan to ensure the security and confidentiality of each customer’s information.  When responding to the tenant file deficiencies noted in this review, remove/delete the SSNs from all documents that will be transmitted electronically to National Housing Compliance (NHC).

If you have questions or require additional information regarding the enclosed documents or the MOR in general, please contact at or via email at .

Sincerely,



Enclosures: MOR Report and Summary Report

cc: , Compliance Manager

National Housing Compliance

MOR File

NHC Invoice