**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 . We would like to recognize and commend you and your staff for the rating you received in **all/the majority** of the categories of this Management and Occupancy Review (MOR). The tenant files reviewed were well documented and complied with the U.S. Department of Housing and Urban Development (HUD) guidelines. Since there were no findings observed, **no response is required at this time.**

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