**VIA E-MAIL**

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SUBJECT: Management & Occupancy Review

HAP Contract No.

,

Dear :

We received your letter dated **[enter date]** responding to the Management and Occupancy Review (MOR) conducted on at the above referenced property. Your response did not adequately address all of the findings/deficiencies outlined in the MOR letter dated . The following findings will require corrective actions before we can close out this Management and Occupancy Review:

**<<Insert only those findings/deficiencies that were not adequately addressed in the Owner’s response. >>**

You must send a written response **within ten (10) 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 any other email address. Please name the attachment(s) “**Additional Owner Response**” and use only the property contract number for the subject line. For example, your specific subject line will be:

Failure to respond may lead to administrative sanctions.

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 or mailed 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 by e-mail at .

Sincerely,



cc: , Compliance Manager

National Housing Compliance

MOR File