**VIA E-MAIL**

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SUBJECT: Management & Occupancy Review

HAP Contract No.

,

Dear :

The Management and Occupancy Review (MOR) for the subject property was conducted on . On , the findings of this review were provided to you in the MOR Report, indicating that a response was due“within 30 days of the date of the report.” **To date, no response has been received.**

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) “**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 MOR in general, please contact at , or by e-mail at .

Sincerely,



Senior Compliance Manager

cc: , Compliance Manager

National Housing Compliance

MOR File