**VIA E-MAIL**

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SUBJECT: Management & Occupancy Review

HAP Contract No.

,

Dear :

On [**Date**], NHC sent you correspondence requesting that all outstanding corrective actions be properly addressed on the Management and Occupancy Review (MOR), conducted . **To date, the following findings have not been acceptably addressed:**

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

The above findings must be acceptably addressed in their entirety, within **ten (10) days** from the date of this letter. If an acceptable response is not received within this required timeframe, NHC will refer your act of noncompliance to the U.S. Department of Housing and Urban Development (HUD). Failure to respond may lead to administrative sanctions.

HUD will impose administrative sanctions on the Owner and the Agent of this property, including but not limited to flagging your 2530 Previous Participation Clearance, requirement to change the management agent, and/or denial of any request for a withdrawal from the escrow accounts, as well as any other remedies available to HUD within the HAP contract or Regulatory Agreement.

Your response should be emailed as an attachment to [MORdocs@nhcinc.org](mailto:MORdocs@nhcinc.org). You are not required to submit an additional copy by mail. 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:

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 MOR in general, please contact me at , or by e-mail at .

Sincerely,



cc: , Compliance Manager

National Housing Compliance

MOR File