**VIA E-MAIL**

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SUBJECT: Management & Occupancy Review

HAP Contract No.

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Dear :

The Management and Occupancy Review (MOR) for the above subject property was conducted on . On , the findings of that review were provided to you in a MOR Report, requesting written response “within 30 days of the date of the report.” On , NHC sent a No Response Letter as a reminder. **To date, we have not received a response addressing the findings in the Management and Occupancy Review.**

If we do not receive a response **within ten (10) days** from the date of this letter, we will refer your act of noncompliance to the U.S. Department of Housing and Urban Development (HUD).

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.

Furthermore, NHC will not process any rent increases or special claims until we receive an acceptable response to the findings of the Management and Occupancy Review.

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:

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 me at , or by e-mail at .

Sincerely,



cc: , Compliance Manager

National Housing Compliance

U.S. Dept. of Housing and Urban Development

MOR File