



MR INTAKE APPOINTMENT LETTER

08/14/18

**Charmain Longcake
5 Sachs Crossing
Oakland CA 92117**

Dear Charmain Longcake,

We are in the process of reviewing your application for the Moderate Rehabilitated rental assistance program to determine whether or not we are able to offer you rental assistance at this time.

It is important that you follow the instructions below.

1. **Please complete and bring the enclosed packet to your appointment. Do not mail this intake packet back to us.**
2. You have been scheduled to see a Section 8 worker on:
3. It is required that all adult members of your household (and all minors within 2 months of their 18th birthday) be present at the interview which will be conducted at our main office: **1122 Broadway #300, San Diego CA 92101**. Children are not allowed. Due to the limited spacing, we **require** that childcare arrangements be made. The interview will last approximately one hour.
4. **If you must reschedule this appointment, please call (619)578-7640.**

If you fail to attend your scheduled appointment, your name will be dropped from the Waiting List. If you arrive late or bring children to your appointment, you will be rescheduled for another date. Only one rescheduled appointment is allowed. Your cooperation is appreciated.

Please come prepared for your appointment. Failure to provide all necessary paperwork will cause a delay in the processing of your case and may result in the denial of your application. If you have any questions regarding this letter, please call us at (619)578-7640.

If you park your car in our facility for your appointment, your parking ticket will be validated for the length of your appointment.

We look forward to seeing you soon.

Rental Assistance Department