«LetterDate»

LOW INCOME PUBLIC HOUSING

Date of Name Placement: «PlacementDate»

«ToName»

«MailAddress»

A rental unit in the Low Income Public Housing program has recently become available. The Housing Authority has attempted to contact you by telephone on «ContactDate» to inquire about your continued interest in the program, and to determine if the available unit will meet your needs. We were unable to reach you in person «Reason».

Please be aware that although a unit was available at the time that we tried to contact you, we did not hold or reserve the unit for you. If you are still interested in the program, please give us a call at (831) 454-5955 Ext. 252 within fifteen (15) calendar days.

If we do not hear from you within fifteen (15) calendar days from the date of this letter, we will assume that you are no longer interested in the Low Income Public Housing program, and your name will be removed from this waiting list.

Property Management Department

*If you have a disability which precludes you from complying with this letter, please call (831) 454-5955, Monday through Thursday between 8:00 AM - 4:30 PM. The office is closed on Fridays.*

*Si desea una traducción en español, por favor llame al (831) 454-5955, entre 8:00 AM - 4:30 PM de lunes a jueves. Los viernes la oficina se encuentra cerrada.*