«LetterDate»

«ToName»

«MailAddress»

Dear Program Participant:

Our accounting records show that your monthly payments are past due, resulting in a total past due amount of **«Amount»**.

This past due amount of **«Amount»**  must be paid by **«DueDate»** to bring your account current.

Please remember that each monthly payment is due in full by the last business day of each month. If a full payment is not received by the last business day of the month, your payment is considered delinquent. If you are delinquent more than twice over the course of the repayment agreement your housing assistance may be terminated. In addition, the Housing Authority may seek repayment through other means such as referring your account to a collections agency.

If you would like further clarification, please call our Information Center at (831) 454-5955. Our Information Center would be happy to answer ayour questions over the phone, or to set up a personal appointment to review your case.

Please be advised that if you request to transafer or port out the Housing Authority will not issue a transfer packet to families with a past due balance until that balance is paid in full and families requesting to port out will be required to pay their balance in full.

Sincerely,

Eligibility and Occupancy Department

Cc: Finance 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.*