«LetterDate»

«LLName»

«LLAddress»

«ToName»

«MailAddress»

Dear Tenant and Landlord:

The Housing Authority cannot proceed with the execution of the Housing Assistance Payment (HAP) Contract for the tenant referenced above for the following reason(s).

The Housing Authority has not received copies of the following documents:

* «Docs»

The following changes are required before the HAP Contract can be executed:

* «Reasons»

**Both tenant and landlord must date and initial each correction on the enclosed original lease document.**

**Please note:** If the Housing Authority does not receive complete and accurate copies of all requested information by **«EndDate»**, your Housing Assistance Payment (HAP) Contract may be canceled. The Housing Authority will not begin issuing payments on the tenant’s behalf; and the tenant will be responsible for providing the entire rent amount. In this event, the Housing Authority will not be responsible for any loss of rent.

On a month-to-month basis, we will hold your rent payments until a final determination of the vacate date is made. If you and your tenant agree that tenancy will continue, both of you must immediately notify the Housing Authority.

Please keep the Housing Authority informed of any changes so we may promptly respond.

**Warning:** If you have cancelled your annual HQS inspection, or if your unit has not passed the annual HQS inspection by the expiration date of your HAP contract, your rent will be abated on the first day after expiration of your HAP contract.

Sincerely,

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.*

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