«LetterDate»

«ToName»

«MailAddress»

Dear Receiving PHA:

As a letter of introduction, please accept the Voucher for the client below. He/she has requested a transfer of his/her Santa Cruz Voucher to your area.

Head of Household: «HeadHousehold»

Mailing Address: «MailAddress»

Phone Number: «Phone»

Voucher #: «vouch»

Expiration: «exp»

Please let us know if you will be using one of your Vouchers or utilizing ours. If you will be billing us, we anticipate a copy of the executed 500058, Tenant Application and completed HUD Portability Form 52665 before the expiration date.

The tenant must contact the Santa Cruz Housing Authority if they need an extension of time on their voucher.

If you have any questions, please call our Information Center at (831) 454-9453, between the hours of 8:00 AM – 4:30 PM.

Sincerely,

Eligibility and Occupancy 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.