«LetterDate»

«LLName»

«ToName»

«MailAddress»

**RE: Termination of Assistance Effective «EndDate»**

Dear Program Participant:

This is to advise you that the Housing Authority is terminating your housing assistance effective **«EndDate»**«InUnitText»

Your rental assistance is being terminated for violation of your voucher and violation of 24 CFR 982.551 (Obligations of participant), which states that a family MUST supply any information that the Housing Authority deems to be necessary in program administration. **You have violated this program regulation by failing to submit all of the required information or documents needed to conduct your annual re-examination.** This violation is grounds for termination as stated in 982.552 of the code of federal regulations.

The Housing Authority has made repeated requests for you to comply with program requirements. You were mailed a letter on **«LetterMailDate»**, stating your program violations and informing you that your assistance would be terminated if you failed to submit the required documentation. You have failed to submit the required documentation. Your housing assistance has been terminated effective **«EndDate».**

If you do not agree with this decision, you have the right to an informal hearing. Your request for an informal hearing must be received in writing by the Housing Authority within fifteen (15) calendar days of the date of this letter.

At an informal hearing you will have the opportunity to present both oral and documentary evidence. Any evidence you plan to present should be provided to the Housing Authority for review at least five (5) business days before the hearing. You may bring an attorney or other person to represent you. In order to ensure adequate seating, please advise us how many people will be attending, and whether or not an attorney will be accompanying you.

You or the Housing Authority may record the hearing. If either party wishes to record the hearing, they must notify the other party in writing at least five (5) business days prior to the hearing. Neither party is obligated to share their recording with the other party.

If you request an informal hearing, you must make available to the Housing Authority all documents that you will be presenting at the informal hearing. Your evidence must be available for review at the Housing Authority office no later than five (5) business days before the scheduled hearing. The Housing Authority may copy these documents at its expense.

Prior to the hearing, you or your representative may call for an appointment to examine the relevant Housing Authority evidence. Any copies of evidence requested will be provided at your expense.

If you or the Housing Authority fail to make evidence available to the other party upon request, then that evidence may not be relied on at the informal hearing.

Persons with disabilities have the right to request reasonable accommodation, if such accommodations are needed to allow participation in the informal hearing process.

If the Housing Authority does not receive any written response from you within **fifteen (15) calendar days** of the date of this letter, no informal hearing will be conducted and you will have no other opportunities to request a hearing or to appeal this decision.

If you have any questions, please call our Information Center at (831) 454-5955, Monday through Thursday between 8:00AM - 4:30 PM.

Sincerely,

Ana Burns

Director of Eligibility & Occupancy

*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.*

Please be aware that victims of domestic violence, dating violence, sexual assault or stalking have additional protection under the Violence Against Women Act (VAWA). If one of these crimes has impacted your ability to fully participate in Housing Authority programs, please contact us right away. For more information about the VAWA protections, please review the enclosed notice and form.

Enclosures:

1. Notice of Occupancy Rights under the Violence Against Women Act

2. Certificate of domestic violence, dating violence, sexual assault, or stalking and alternative documentation