**<<Agency>>**

<<AgencyAddress>>

<<AgencyAddress2>>

<<PrintDate>>

<<ApplicantName>>

<<ApplicantAddress>>

**SUBJECT: Annual Recertification Due**

Dear <<ApplicantName>>,

Your annual recertification is now due. Federal regulations require we update and verify your financial and household information every year for you to remain eligible for rental assistance.

Complete your recertification through our online portal. First, register using the registration code provided below and log in. Next, click on the Certifications button and enter the required information.

Registration information:

* Portal: <<RENTCafeURL>>

1. Registration code: <<RegistrationCode>>

Note: You must have all documentation and verifications completed by <<DueDate>>.

Sincerely,   
<<Agency>>