<<LetterDate>>

<<OName>>

<<OAdd1>>

<<OwnAddressLine>>

Dear <<OName>>:

This is to notify you that your Section 8 lease with the following tenant will come up for renewal on <<dtNextEffective>>.

<<TName>>

<<AddressP1>>

<<TenAddressLine>>

**PLEASE NOTE THE FOLLOWING:**

Program policies require that you must notify this office and the tenant in writing at least thirty days prior to the lease expiration if you do not wish to renew the lease.

Should you decide to renew the lease, we will be scheduling a physical inspection of the unit. You will be required to bring your unit into compliance if the inspector notes any items which cause the unit to fail inspection. If you decide at that time not to continue your lease with your current Section 8 tenant, you must still provide at least thirty days notice prior to the lease termination.

We look forward to a continued working relationship.

If you have any questions or need please call the Info Center at (831) 454-5955.

Sincerely,

The Eligibility and Occupancy Department (E&O)