**<<AgencyName>>**

<<AgencyAddressLine>>

<<AgencyPhoneLine>>

<<AgencyEmail>>

<<LetterDate>>

<<TName>>

<<AddressP1>>

<<TenAddressLine>>

Dear <<TName>>:

As part of your Annual Renewal effective <<Date>>, please complete the {enclosed} Agreement between the Head of House, the Live-in Aide (LIA) and the Housing Authority of the County of Santa Cruz. Both you and your LIA must read and sign this form, and return it to the Housing Authority before <<DATE>>. If you fail to sign and return this form with the time period stated, you may lose the additional subsidy you receive to house your live-in aide. If you have any questions regarding this letter, please contact the Housing Authority.

This letter serves as official notice that the annual recertification of your family composition/income/assets/expenses is now due. This recertification is required by Federal regulations and is performed in order to determine the correct amount of rent you are to pay..

We look forward to you submitting all required documents , either online at RENT Café or to the Housing Authority office.

If you have any questions or need assistance in completing your annual recertification online, please call …

Sincerely,

Eligibility and Occupancy Department

Global statements on Disabilities and Spanish language.