September 30, 2021

«name»

«address»

«city»

«beds» bd «appdate»

**REQUEST TO SCHEDULE SCREENING INTERVIEW**

The Admissions Department is pleased to inform you that you have been **selected for a screening interview** to determine your eligibility for housing assistance through the **Conventional Public Housing Program.** You and all members of your family who are 18 years of age or older must attend this meeting. Failure to attend your scheduled meeting can result in the **denial of your request** for housing assistance, **including having your name removed from the waiting list**.  **Please make arrangements to have your children cared for during this time.**

Your scheduled appointment is: «aptdateen» at «time»

It is very important that you bring all the requested documents to the interview, failure to do so could delay your eligibility for housing assistance including having your name removed from the waiting list.

**If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the housing authority.**

If you have any questions, please call me at (575) 528-2017.

Por favor de asistir a una cita el día: «aptdatees» a las «time»

Esta cita es **para determinar si califica para recibir asistencia bajo el Programa de Vivienda Pública.** Todos los miembros de su familia de 18 años o más, tienen que asistir a esta cita.

Es muy importante que traiga todos los documentos necesarios para esta cita. Falta de traer estos documentos puede resultar que su nombre sera quitado de la lista de espera. Por favor haga arreglos para el cuidado de sus ninos durante esta cita.

Si tiene alguna pregunta por favor llame al (575) 528-2017.

Sincerely/Atentamente,

Alva Lares

Admissions Coordinator/Senior Rental Assistance Specialist