THIS NOTICE MUST BE:

- **Provided to tenants one year prior to the hap contract termination date**
- **On owner's letterhead**
- **Signed**
- **Served directly to each unit in the project or mailed to each tenant (taping the notice to the outside of each unit is not acceptable)**

ONE-YEAR NOTIFICATION LETTER
Owner Intends To Renew

(*Date*)

Dear Resident:

The Department of Housing and Urban Development subsidizes the rent of your apartment through the project-based Section 8 program. Federal law requires that owners provide tenants with a one-year notification before the expiration of a Section 8 contract. The Section 8 contract that pays the government's share of your apartment rent at ___(*name of project*)___ expires on ___(*one year from date of this letter*)___.

While there will be no immediate change in your rental assistance, we are required to inform you of our intended actions when the contract expires one year from now.

**This letter is to notify you that we intend to renew the current
Section 8 contract when it expires.**

If Congress make funds available, which it has in the past and is expected to in the future, we will renew the Section 8 contract. However, in the unlikely circumstance that we cannot renew our contract, it is our understanding that, subject to the availability of funds, HUD will provide all eligible tenants currently residing in a Section 8 project-based assisted unit with tenant-based assistance.

If you have any questions or would like information on the Section 8 Program, the following sources may be of assistance:

Contract Administrator: Arizona Department of Housing/Arizona Public Housing Authority
                            602.771.1000
HUD Field Office: Arizona State Office
                            602.379.7100
HUD Website: http://portal.hud.gov/hudportal/HUD?src=/topics/rental_assistance

Sincerely,

(*Owner*) _____
(*contact info*)

c: Arizona Dept. of Housing, APHA