

Date

Tenant Name  
Tenant Address  
Tenant City, State, Zip

Dear Tenant:

It is time for your annual inspection. This letter shall serve as formal notification.

**Your inspection will be conducted on:**

**Date at Time at Assisted Unit Address**

At that time, please have the documentation listed on the attached Recertification Form ready for collection to complete your annual recertification. **Failure to have this information at the time of your inspection may result in a delay in completing your recertification. Refusal to provide the information could result in termination of your housing assistance.**

When you receive this letter, please call **Phone Number** to confirm that you have received this letter. If you cannot reach me in person, please leave a message with a phone number where you can be contacted. If you do not have a phone, leave the name and phone number of your case manager or a friend that can take a message for you.

If you cannot be present at the date and time shown above, please contact me as soon as possible to reschedule. **Please remember that maintaining your housing assistance is your responsibility.** The inspection and recertification process takes time and resources, so please make every effort to be there at the appointed time with the required information. **Failure to reschedule or be present at the time of inspection could result in termination of your rental assistance.** It is our intention to provide you with rental assistance for safe and affordable housing. Please help us to help you. Your cooperation is appreciated.

If you have any questions or need any clarification, please call the number shown above. Our hours of operation are Monday through Friday from 8:00 am to 5:00 pm. If I am not available, please leave a message and I will get back to you as soon as possible. I look forward to seeing you soon.

Thank you,

Name, Title

cc: Landlord