

Program: Date:

Family: Owner:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Case Manager Signature Date

Mailed to Participant on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailed to Landlord on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This is to advise the owner and family of adjustments made to contract rent and/or the family portion of the contract rent.**

1. The Housing Assistance Payment Contract, is amended as follow:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_RRH Program shall pay, on behalf of the family, a housing assistance payment of: $\_\_\_\_\_\_\_\_/month. This amount is equal to the difference between the “Contract Rent” and the family portion of the Contract Rent.

2. This amendment will affect payment as follows:

 a. The total rent shall be: $\_\_\_\_\_\_\_\_\_/month.

 b. **Of the total rent, $\_\_\_\_\_\_\_\_\_ shall be payable by the COC RRH Program as housing assistance payments on behalf of the tenant and $\_\_\_\_\_\_\_\_\_\_ shall be payable by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the tenants.**

3. A utility allowance payment of $\_\_\_\_\_\_\_\_\_\_will be sent to the following utility company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. The changes are effective on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5. All other provisions of the Contract not modified by this Notice shall remain the same.

**Notification of Adjustments in Contract Rent Based on:**

* New Admission
* Annual Assessment or Recertification
* Income Change
* Revision
* Rent Increase
* End of Participation