

## CoC Rent Change Notice/Lease Amendment

Date:

Participant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_, \_\_\_\_\_

Dear

This is to notify you that based on our recent review of your income and family composition, effective \_\_\_\_\_ your monthly rent has been adjusted as follows:

Rental Assistance Payment:	
Tenant Rent:	
Total Rent to Owner:	
Utility Reimbursement:	

Your new rent portion of \_\_\_\_\_, payable to \_\_\_\_\_, is due on \_\_\_\_\_. This change is presented to you in accordance with the terms and conditions of the Lease Agreement, Sub-lease Agreement, Housing Assistance Payments Contract and/or Rental Assistance Agreement. This notification amends the current effective Lease Agreement which set forth the amount of rent you pay each month. All other covenants, terms, conditions and provisions of the current effective Lease Agreement remains the same, in full force and effect.

The next reexamination is due on \_\_\_\_\_. Approximately 120 days prior to the next scheduled reexamination date, a notice will be provided to you requesting required documentation to process your Annual Certification.

If you have any questions or concerns, please contact me at

Sincerely,

Name

Title

CC:   Owner Name  
      Owner Address  
      Owner City, State, Zip

Accepted by Participant: \_\_\_\_\_

Participant Signature

Date