

NOTICE TO TENANTS THAT A UTILITY ALLOWANCE DECREASE HAS BEEN
CALCULATED AND SUBMITTED TO HUD FOR APPROVAL.

15 Day Repost

Date Distributed to Residents

Dear Residents,

Take note that a Utility Allowance (U/A) decrease has been calculated based on the utility Costs at name of apartment complex, and a request to adjust the U/A has been submitted to the United States Department of Housing and Urban Development (HUD)/Contract Administrator (CA).

Bedroom Type	Current U/A	Proposed U/A	Proposed Decrease Amount
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

You have the right to participate as provided in 24 CFR Ch. II, Part 245.420. A copy of the materials that we are submitting to HUD in support of our request will be available during normal business hours at [location](#), for a period of [15 days](#) (or the remainder of any applicable period, if longer) from the date of service of this notice for inspection and copying by tenants of [name of property](#) and, if the tenants wish, by legal or other representatives acting for them individually or as a group.

During a period of [15](#) days (or the remainder of any applicable period, if longer) from the date of service of this notice, tenants of name of property may submit written comments on the proposed rent increase to us at [mailing address](#). Tenant representatives may assist tenants in preparing those comments. If, at HUD's request or otherwise, we make any material change during the comment period in the materials available for inspection and copying, we will notify the tenants of the change or changes, and the tenants will have a period of 15 days from the date of service of this additional notice (or the remainder of any applicable comment period, if longer) in which to inspect and copy the materials as changed, and to submit comments on the proposed U/A decrease. These comments will be transmitted to HUD/CA, along with our evaluation of them and our request for the decrease.

You may also send a copy of your comments directly to the Contract Administrator at the following address:

Contract Management Services
345 6th Street, Suite 200
Bremerton, WA 98337
Attention: Contracts Department

Electronically submit to: contracts@cms-results.com

HUD will approve, adjust upward or downward, or disapprove the proposed UA decrease upon reviewing the request and comments. When HUD/CA advises us in writing of the decision on our request, you will be notified. If the request is approved, any allowable adjustment will be put into effect only after a period of at least 30 days from the date you are served with that notice and in accordance with the terms of existing leases.

Name of mortgagor or managing agent
Owner or project name