

Property Name & Contact Information

Date _____

Applicant Name: _____

Address: _____

City, State, Zip: _____

Dear _____,

Thank you for your interest in our apartment community. However, we regret to inform you that your application for admission has been denied for the following reason(s):

- _____ Your application is not complete or documents are missing.
- _____ You have outstanding balances owed to prior landlords.
- _____ You have outstanding balances owed to utility providers.
- _____ You have failed to provide documentation to verify the Social Security Number for a household member.
- _____ You have failed to submit evidence of citizenship, naturalization, or eligible immigration status.
- _____ Your credit did not meet the criteria of the Tenant Selection Plan.
- _____ Your criminal history did not meet the criteria of the Tenant Selection Plan.
- _____ Your landlord history did not meet the criteria of the Tenant Selection Plan.
- _____ You failed to respond to the waiting list update and/or requested to be removed from the waiting list.
- _____ You have refused two unit offers.
- _____ Other: _____

If you disagree with this determination, you have 14 days from the date of this letter to respond to this notice or request an informal meeting to discuss/appeal the rejection. You may contact the owner in writing at:

_____ or by calling: _____ or by emailing: _____.

Attached to this letter is a Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (form HUD-5382). If you are seeking VAWA protections, please contact the management office within the 14-day notice period.

Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process. _____ does not discriminate on the basis of race, color, religion, disability, familial status, national origin, perceived sexual orientation, gender identity or marital status in the admission or employment in its assisted programs.

If at some future date you feel that your situation has changed sufficiently for you to be qualified, please contact us again. We will be happy to answer any questions you may have about our requirements.

Sincerely,

Owner/Agent