

SAMPLE NOTICE TO TENANTS OF INTENTION TO SUBMIT A REQUEST TO HUD FOR APPROVAL OF AN INCREASE IN MAXIMUM PERMISSIBLE RENTS.

**Date of Notice**

Take notice that on [date] we plan to submit a request for approval of an increase in the maximum permissible rents for [name of apartment complex] to the United States Department of Housing and Urban Development (HUD) via the Contract Administrator, Idaho Housing & Finance Association (IHFA). The proposed increase is needed for the following reasons:

- 1.
- 2.
- 3.

The rent increases for which we have requested approval are:

Bedrooms	Present Rent	Proposed Increase	Proposed Rent

Note: for 236 units include both basic and market rents for each column.

A copy of the materials that we are submitting to IHFA in support of our request will be available during normal business hours at [address] for a period of 30 days from the date of service of this notice for inspection and copying by tenants of [name of apartment complex] and, if the tenants wish, by legal or other representatives acting for them individually or as a group.

During a period of 30 days from the date of service of this notice, tenants of [name of apartment complex] may submit written comments on the proposed rent increase to us at [address]. Tenant representatives may assist tenants in preparing those comments. (If, at IHFA'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 rent increase). These comments will be transmitted to IHFA, 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, IHFA at the following address: Idaho Housing & Finance Association, P.O. Box 7899, Boise, ID 83707-1899, Attention: Compliance Department, Re: Project No. [Name of Apartment Complex].

IHFA will approve, adjust upward or downward, or disapprove the proposed rent increase upon reviewing the request and comments and submit their findings to HUD for final approval. When IHFA advises us in writing of its decision on our request, you will be notified. If the request is approved, any allowable increase 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]