

SAMPLE NOTICE TO TENANTS OF INTENTION TO SUBMIT A REQUEST TO HUD FOR APPROVAL OF A DECREASE IN THE TENANT UTILITY ALLOWANCE

Date of Notice

Take notice that on [date] we plan to submit a request for approval of a decrease in the tenant utility allowance 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 decrease is warranted because:

1. [reason for decrease, i.e. decrease in rates or usage]
- 2.
- 3.

The tenant utility allowances for which we have requested approval are:

Bedrooms	Present Utility Allowance	Proposed Decrease	Proposed Utility Allowance

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 tenant utility allowance decrease upon reviewing the request and comments. When IHFA advises us in writing of its decision on our request, you will be notified. If the request is approved, any required decrease 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]