LHA Letterhead

Date

Tenant Name

Tenant Address

City/Town, MA Zip Code

# RE: Notice of Rent Refund Due to Biennial Rent Re-Determinations

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

As you may be aware, the *(Name of Local Housing Authority)*, has conducted biennial rent

re-determinations, since *(Commencement Date)*, pursuant to a DHCD waiver of 760 CMR

6.04(4). It has come to our attention that the biennial rent re-determinations completed for your household, resulted in an over-charge of your rent. As a result, you are due a rent refund, totaling $ \_\_\_\_\_\_\_.

You may receive this rent refund in the form of a credit on your tenant rental account/ledger or in a check payable to the Head of Household.

Please select your choice of payment; then sign and date this letter, and return the bottom portion to the *(Name of Local Housing Authority)* at *(Address of Local Housing Authority)*.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director

*(Name of Local Housing Authority)*

I, *(Print Name of Head of Household), hereby choose to receive my* rent refund in the form of:

\_\_\_\_\_\_ A credit on my tenant rental account/ledger

\_\_\_\_\_\_ A check payable to the Head of Household

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Head of Household Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Address) (Date)

Please select your choice of payment, above. Then sign and date this letter, and return the bottom portion of this letter to the *(Name of Local Housing Authority)* at *(Address of Local Housing Authority)*.