Notification to Tenant: SHERA Tenant Ineligibility Notice (Non-Participation Record and Notice of Outstanding Arrearages)

Last Updated: June 30, 2021

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| **Purpose:** | If a tenant or their representative declines to sign the tenant certification, is otherwise unresponsive to the owner’s request to participate, or if the owner has determined that a tenant is not eligible, the owner shall send the tenant a notice documenting tenant’s failure to participate, identifying outstanding arrears still due, and information on other eviction diversion resources. |
| **To:** | Tenant Head of Household |
| **From:** | Property Owner / Authorized Agent on Letterhead |
| **Timing (When to send):** | When owner has determined application ineligibility or tenant is choosing non-participation |
| **Subject:** | SHERA Tenant Ineligibility Notice (Non-Participation Record and Notice of Outstanding Arrearages) |
| **Attachments:** | N/A |

***TEXT BELOW:***

*From Owner to Tenant on Owner/Property Manager Letterhead*

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**Avi Inelijibilite Lokatè pou SHERA**

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Dat:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Pwopriyetè/Manadjè Pwopriyete: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non Kandida a:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adrès, Vil ak Kòd Postal:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Avi sa a se pou enfòme w ke Pwopriyetè/Manadjè Pwopriyete a te detèmine ke kò kay ou pa elijib pou SHERA epi nou p ap depoze yon reklamasyon pou asistans lwaye SHERA sou kont ou.

**Rezon pou Inelijibilite (koche tout rezon ki aplikab yo)**

* Ou menm oswa reprezantan w pa te ranpli, siyen, oswa depoze Sètifikasyon Lokatè a.
* Ou menm oswa reprezantan deziyen w pa te repòn nan lespas 14 jou depi lèt Sansibilizasyon Lokatè nou te voye ba w; epi nou te eseye kontakte w san siksè omwens youn fwa nan telefòn, ak tèks, oswa imèl pandan yon peryòd 10 jou sou kalandriye pou nou mande enterè w pou w patisipe;
* Ou menm oswa reprezantan deziyen w te konfime alekri ke w pa vle patisipe.
* **Twòp-Revni**: Revni kò kay w depase limit pwogram nan sou revni (80% nan Revni Mwayen pou Zòn nan).
* **Lwaye w Dwe ki Inelijib**: Ou pa dwe lwaye ki te dwe pandan peryòd ki elijib pou SHERA a, ant 1e avril 2020 ak 30 septanm 2021.
* **Benefis Idantik**:Kò kay w te resevwa, oswa te apwouve pou resevwa, lòt benefis ki kouvri menm depans ou te mande atravè SHERA pou menm peryòd de tan an.
* **Lòt Rezon:** Kò kay w inelijib pou kèk lòt rezon nou eksplike anba a:

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Tanpri remake lwaye ou toujou dwe an aryè se $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Si w ta gen nenpòt kesyon sou avi sa a oswa pou asistans pou w konprann avi sa a, asistans lengwistik, oswa akomodasyon rezonab, tanpri kontakte *[insert phone number and email address of contact]*.

**Revizyon Administratif**

Si w pa dakò ak detèminasyon Pwopriyetè/Manadjè Pwopriyete a anwo a, ou ka mande Pwopriyetè/Manadjè Pwopriyete a revize detèminasyon li.

Pou mande yon revizyon, fòk ou voye yon demann alekri ki genyen ladan li yon **deklarasyon alekri ak dokimantasyon sipò sou pou ki rezon w kwè detèminasyon an enkòrèk**. Fòk ou voye demann alekri sila a pa imèl, pa lapòs, oswa delivre a men nan lespas 15 jou sou kalandriye depi dat Avi sa a bay:

(Property Manager contact information, including email address and mailing address)

Yon manm staf Pwopriyetè/Manadjè Pwopriyete a ki pa te fè detèminasyon inelijibilite inisyal la pral fè revizyon yo. Yon revizyon administratif diferan ak yon odyans. Nou p ap pran temwayaj. Pwopriyetè/Manadjè Pwopriyete a pral revize eksplikasyon alekri w ak dokimantasyon sipò w pandan pwosesis sa a sèlman. Pandan revizyon Pwopriyetè/Manadjè Pwopriyete a, yo pral revize tout aspè nan elijibilite w.

Pwopriyetè/Manadjè Pwopriyete a pral notifye w de desizyon an nan lespas 15 jou sou kalandriye depi li resevwa demann alekri w nan adrès postal oswa imèl ou te ba li. Pa genyen apèl apre konklizyon sa a.

**LÒT RESOUS POU ASISTANS AK LOJMAN KI DISPONIB POU W**

* **Regional Administering Agency (RAA):** RAA yo administre Pwogram Rental Assistance Program (ERAP) nan ki ofri èd pou kò kay ki elijib yo ak lajan lwaye ki an aryè, lwaye pwospektif, pri pou demenaje ak pri pou sèvis piblik.
  + **Sit entènet**: Pou jwenn RAA pa w ale sou: <https://hedfuel.azurewebsites.net/raa.aspx>.
* **COVID Eviction Legal Help Project (CELHP):**Atravè sis pwogram èd legal rejyonal CELHP asiste lokatè a fèb revni yo ak rekòmandasyon, enfòmasyon legal, ak reprezantasyon legal pou degèpisman ki gen rapò ak COVID nan tout eta a nan Tribinal Lojman. Yon avoka kapab konseye w sou lalwa, refere w a resous, ranpli ak depoze papye tribinal, ak reprezante w. Yon avoka kapab ede konseye w avan yon ka rive nan tribinal oubyen si yon ka nan tribinal deja.
  + **Sit entènet**: <https://evictionlegalhelp.org/>
* **Sant Medyasyon Kominotè**:  Ou kapab jwenn medyasyon pre-tribinal gratis pou diskisyon kontra ant ou menm ak mèt kay w ki gen rapò ak COVID-19. Medyasyon se yon pwosesis konfidansyèl, volontè ak non-jijmantal kote yon twazyèm pati nèt (medyatè a) ede moun rezoud diferans baze sou sa ki enpòtan pou yo.
  + **Sit entènet**: <https://www.resolutionma.org/housing>
* **Housing Consumer Education Centers** (HCEC): HCEC yo kapab refere w a lòt resous ki gen rapò ak stabilite lojman.
  + **Sit entènet:** Pou jwenn HCEC rejyonal pa w ale sou  <https://www.masshousinginfo.org/>

