# Notification to Tenant: Notice of Reapplication

Last Updated: June 30, 2021

|  |  |
| --- | --- |
| **Purpose:** | Owners and property managers must distribute this letter (on its letterhead) to all tenants **requesting additional assistance beyond the original request** with eligible arrearages incurred during the eligible SHERA Period. The household has at least five (5) days to respond if it wishes to decline the additional assistance. If the household does not opt out of the additional assistance within that time, the owner/agent may then submit the additional claim through the SHERA Portal.  *Note: Households that have already signed a Tenant Certification of Rental Assistance Eligibility for the owner to apply to SHERA on their behalf do not need to complete a new certification to receive additional assistance.* |
| **To:** | Tenant Head of Household |
| **From:** | Property Owner / Authorized Agent |
| **Timing (When to send):** | When owner plans to Re-Apply for additional months or rental arrearages in SHERA program |
| **Subject:** | Re-Application Opt-Out Notice - Emergency Rental Assistance (SHERA) Program |
| **Attachments:** |  |

***MODEL TEXT BELOW***

Date: \_\_\_\_\_\_\_\_\_

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

This letter is to inform you that we will be applying to the Subsidized Housing Emergency Rental Assistance (SHERA) program for more rental assistance on your behalf. The application will be requesting a total of $\_\_\_\_\_ in rent that you owe for [insert month(s)].

If you have any questions or wish to decline the additional rental assistance, please contact \_\_\_\_\_\_\_\_\_\_\_\_ within [at least 5] days of the date of this letter. If we don’t hear from you by then, we will submit the SHERA program application on your behalf.

For assistance understanding this letter, for language assistance, or for reasonable accommodations, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_.

If you are not eligible for SHERA funding based on the program guidelines, we will discuss other options to help with paying any overdue rent.

Sincerely,

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

Owner or Property Manager

