Notification to Tenant: Tenant Outreach Letter – No Arrears, Interim Recertification

Last Updated: June 30, 2021

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| **Purpose:** | Owners may distribute this letter (on its letterhead) to all **tenants with income-based rent who DO NOT have arrearages on record** during the eligible SHERA Period in participating properties. This letter explains that tenants even if they do not have arrears should come in for an interim recertification to report change in income since then any previously owed rent could count as arrears and be covered by SHERA. |
| **To:** | Tenant Head of Household |
| **From:** | Owner / Property Manager |
| **Timing (When to send):** | When Owner plans to participate in SHERA and is starting the application process |
| **Subject:** | Emergency Rental Assistance (SHERA) Program announcement |
| **Attachments:** | SHERA Tenant Overview Reference Guide |

***MODEL TEXT BELOW***

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

We are required to inform you of our intent to participate in the **Subsidized Housing Emergency Rental Assistance (SHERA) program**. This federally-funded program is intended to assist residents that have fallen behind on rent due to the COVID-19 pandemic.

If you are receiving this letter, we do not expect you to be eligible for this program, because our records indicate that you have paid all your rent since April 1st, 2020. However, if you feel you are eligible, please contact your property manager. For example, you may be eligible if you did not report an increase in income at a previous recertification. The resulting retroactive rent due can be covered by SHERA if you meet the eligibility criteria:

* Your income is below the program limit of 80% [Area Median Income (AMI)](https://hedfuel.azurewebsites.net/raa.aspx);
* You owe rent that was due during the eligible SHERA period starting April 1, 2020; and
* You have lost income, and/or had a significant increase in expenses, because of COVID-19.

You will need to sign a sworn statement saying that this is true, and we will need your assistance and permission to apply for these funds.

Immigration status does not affect your eligibility for this program. You do not need a social security number to apply. However, if you have a social security number, you will be required to provide the last four digits.

If you are eligible and receive SHERA assistance, in addition to paying 100% of the retroactive rent you owe for the eligible periodyou will receive **EXTRA PROTECTION (6 months after the last SHERA benefit payment is received) against eviction for nonpayment of rent**.

If your income did not increase during this period or you already recertified, there is no further action that you need to take.

If you have already applied for RAFT or for another type of emergency rental assistance then you should continue with that application and not move forward with SHERA. If you previously received other rental assistance and you still have unpaid rent due since April 1, 2020, please contact your management office.

Your Housing Authority will help you figure out whether you are eligible for the program and what documents may be necessary. If you are not eligible for the SHERA program, we will discuss other options to help with paying any overdue rent.

You are responsible for paying your current monthly rent in accordance with your lease or if you have an alternate rental payment agreement approved by us. It is not yet certain if additional rental assistance will be available through this program, although it is possible.

**Please contact your Housing Authority property manager at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to find out more about whether you are eligible for help through SHERA. For assistance understanding this letter, for language assistance, or for reasonable accommodations, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Sincerely,

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

Property Manager

