# Notification to Tenant: Tenant Outreach Letter

Last Updated: June 30, 2021

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| **Purpose:** | Owners and property managers must distribute this letter (on its letterhead) to all tenants with eligible arrearages incurred during the eligible SHERA Period in participating properties. This letter explains the program, its eligibility requirements, and how to apply for assistance. |
| **To:** | Tenant Head of Household |
| **From:** | Property Owner / Authorized Agent |
| **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 know that many residents have struggled with rent during the COVID-19 crisis, and so we are excited to tell you about a new program that can help.

**IF YOU HAVE FALLEN BEHIND ON YOUR RENT BECAUSE OF COVID-19, WE CAN APPLY FOR EMERGENCY AID TO PAY THE RENT THAT YOU OWE.**

This rent would be paid directly to your landlord or property manager through the **Subsidized Housing Emergency Rental Assistance (SHERA) program** that is funded by the federal government. We will need your assistance and permission to apply for these funds.

* You may be eligible for this rental assistance if:  
  + Your household income is below the program limit, at or below 80% [Area Median Income (AMI)](https://hedfuel.azurewebsites.net/raa.aspx);
  + You owe rent that was due during the eligible SHERA period starting on April 1, 2020; and
  + You or someone in your household has 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, the program may be able topay **100% OF THE RENT YOU OWE FOR THE ELIGIBLE MONTHS** and you will receive **EXTRA PROTECTION (6 MONTHS** **after the last SHERA benefit payment is received) AGAINST EVICTION FOR NONPAYMENT OF RENT.**

As your (landlord or property manager), we will help you figure out whether you are eligible for the program and what documents may be necessary. For example, you may also need to provide proof of your household income.

If you have already applied for RAFT or for another type of emergency rental assistance, 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, you are eligible to participate in SHERA.

You should plan to continue to pay your rent currently unless you have made specific arrangements with us to do otherwise.

It is not yet certain if additional rental assistance will be available through this program, although it is possible. **Please contact your 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 \_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_.**

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

