# Notification to Tenant: SHERA Payment Letter

Last Updated: June 30, 2021

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| --- | --- |
| **Purpose:** | Owners are expected to generate and send this notice as a formal letter. The payment notice must specify the dollar amount of rental arrearages for which application has been made, the amount of reimbursement that the owner has received, and the months for which the payments have been applied to the tenant’s account. |
| **To:** | Tenant Head of Household |
| **From:** | Property Owner / Authorized Agent on Letterhead |
| **Timing (When to send):** | When owner receives application approval and notice of payment |
| **Subject:** | SHERA Payment Confirmation |
| **Attachments:** | N/A |

***SAMPLE TEXT BELOW***

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

We are writing to inform you that your application for the Subsidized Housing Emergency Rental Assistance (SHERA) program has been approved!

This notice confirms that your application was approved for emergency rental assistance in the amount of $\_\_\_\_\_\_\_. The rental assistance received has been applied to your account in the amounts shown for the following months (see below).

You will have 6 months of protection from being evicted for nonpayment of rent after the last SHERA benefit payment is received. As a reminder, SHERA provides assistance for unpaid rent that you owe. The program does not cover fees, utilities, or other housing expenses.

Date funds applied to your account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please keep this letter for your records.

|  |  |  |
| --- | --- | --- |
| Month | Rental Arrearage  Amount Owed | SHERA Arrearage  Amount Awarded |
| April 2020 |  |  |
| May 2020 |  |  |
| June 2020 |  |  |
| July 2020 |  |  |
| August 2020 |  |  |
| September 2020 |  |  |
| October 2020 |  |  |
| November 2020 |  |  |
| December 2020 |  |  |
| January 2021 |  |  |
| February 2021 |  |  |
| March 2021 |  |  |
| April 2021 |  |  |
| May 2021 |  |  |
| June 2021 |  |  |
| July 2021 |  |  |
| August 2021 |  |  |
| September 2021 |  |  |
|  |  |  |
| TOTAL | **$XXXX** | **$XXXX** |

Please contact [*property manager support*] for further information or questions.  For assistance understanding this letter, for language assistance, or for reasonable accommodations, please contact \_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

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

Owner or Property Manager

