# Notification to Tenant: SHERA Payment Letter

Last Updated: April 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***

Chè \_\_\_\_\_\_\_\_:

N ap ekri w pou nou enfòme w ke demann ou pou pwogram Subsidized Housing Emergency Rental Assistance (SHERA) a te apwouve!

Avi sa a konfime demann ou te apwouve pou asistans lwaye dijans nan yon montan de $\_\_\_\_\_\_\_. Asistans lwaye ki te resevwa te poste sou kont ou nan montan ki parèt pou mwa sa yo (gade anba a).

Ou pral genyen 6 mwa pwotèj kont degèpisman pou non-peman lwaye apre dènye peman benefis SHERA a te resevwa. Kòm rapèl, SHERA founi asistans pou lwaye ki pa te peye ke w dwe. Pwogram nan pa kouvri fre, sèvis piblik, ni lòt depans pou lojman.

Dat fon yo te poste sou kont ou: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Tanpri kenbe lèt sa a pou dosye pa w yo.

|  |  |  |
| --- | --- | --- |
| Mwa | Montan Dwe pou Lwaye an Aryè | Montan an Aryè SHERA te Bay |
| Avril 2020 |  |  |
| Me 2020 |  |  |
| Jen 2020 |  |  |
| Jiyè 2020 |  |  |
| Out 2020 |  |  |
| Septanm 2020 |  |  |
| Oktòb 2020 |  |  |
| Novanm 2020 |  |  |
| Desanm 2020 |  |  |
| Janviye 2021 |  |  |
| Fevriye 2021 |  |  |
| Mas 2021 |  |  |
| Avril 2021 |  |  |
| Me 2021 |  |  |
| Jen 2021 |  |  |
| Jiyè 2021 |  |  |
| Out 2021 |  |  |
| Septanm 2021 |  |  |
|  |  |  |
| TOTAL | **$XXXX** | **$XXXX** |

Tanpri kontakte [property manager support] pou plis enfòmasyon oswa si w genyen kesyon. Pou asistans konsènan lèt sa a, pou asistans lengwistik, oswa pou akomodasyon rezonab, tanpri kontakte \_\_\_\_\_\_\_\_\_\_\_\_.

Sensèman,

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

Pwopriyetè oswa Manadjè Pwopriyete a

