# Notification to Tenant: SHERA Application Submittal

Last Updated: June 30, 2021

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| **Purpose:** | Owners are expected to inform each tenant in writing of the initial submittal date and the amount of assistance requested. *Owners and property managers may use this sample text on its letterhead for distribution to tenants.* |
| **To:** | Tenant Head of Household |
| **From:** | Property Owner / Authorized Agent |
| **Timing (When to send):** | When owner receives application receipt |
| **Subject:** | SHERA Application Submission |
| **Attachments:** | N/A |

***SAMPLE TEXT BELOW***

Chè Tenant:

Mwen/nou te depoze yon demann sou kont ou pou aplike pou pwogram Subsidized Housing Emergency Rental Assistance (SHERA) lan.

Avi sa a konfime demann ou pou asistans pou peye lwaye te depoze nan jou **DATE**. Demann nan te mande yon montan total de **$XXX** pou lwaye ou dwe pou peryòd ki elijib pou SHERA a kòmanse 1e Avril 2020. Tanpri gade anba a pou yon triyaj de mwa ki te mande yo ak montan lwaye an aryè ki te mande.

* Pwochen etap yo ak kilè ou pral tande nou apre sa a:
  + Nou pral revize demann SHERA w pou elijibilite.
  + Nou pral notifye w si plis enfòmasyon nesesè pou nou trete demann ou, oubyen si nou fèmen demann ou poutèt neglijans pou founi kèlkeswa enfòmasyon nou te mande.
  + Nou pral notifye w si nou apwouve oswa refize demann ou.

Tanpri kenbe lèt sa a pou dosye pa w yo.

|  |  |  |
| --- | --- | --- |
| Mwa | Montan Dwe pou Lwaye an Aryè | Montan Lwaye an Aryè ki te Depoze bay Pwogram SHERA |
| 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

