# Notification to Tenant: SHERA Application Submittal

Last Updated: June 30, 2021

|  |  |
| --- | --- |
| **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***

Dear Tenant:

I/we submitted an application on your behalf to apply for the Subsidized Housing Emergency Rental Assistance (SHERA) program.

This notice confirms that your application for rental assistance was submitted on **DATE**. The application requested a total of **$XXX** in rent that you owe for the SHERA eligible period starting on April 1, 2020. Please see below for a breakdown of the requested months and rent arrearage amounts requested.

* Next steps and when will you hear from us next:
  + Your SHERA application will be reviewed for eligibility.
  + You will be notified if more information is required to process your application, or if the application is closed-out due to failure to provide any requested information.
  + You will be notified if your application is approved or denied.

Please keep this letter for your records.

|  |  |  |
| --- | --- | --- |
| Month | Rental Arrearage  Amount Owed | Rent Arrearage Amount Submitted to SHERA Program |
| 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

