



Tenant Notification of Potential Payment Standard Reduction

Note to PHAs: This notice fulfills the 12 month written notice that is required before any reduction in payment standard per 982.505(c)(3)(iii), and is intended to be reviewed with PHA staff at the tenant's reexamination.

Date

Tenant Name

Address

City, State, ZIP code

RE: Reduction in payment standards

Dear <<Tenant>>,

Effective April 1, 2018, the Manchester Housing Authority began using a new method to calculate the amount of money we will pay toward rent and utilities for each family in our Housing Choice Voucher (HCV) program. Under this new approach, the standard we use to determine the maximum subsidy for a rental unit, known as the payment standard, is based on rent estimates for each ZIP code.

You are receiving this letter because the payment standard for families who live in your ZIP code has been reduced. Please refer to the table below to see how this reduction will impact your rent payment. Manchester Housing Authority is required to provide 12 months' notice before any reduction in payment standard is effective. ***These changes will be effective on <<Insert effective date>>.***

	<u>Current amount</u>	<u>New amount</u>
Payment standard:	<<Current amount>>	<<New amount>>
Total rent payable to owner:	<<Current amount>>	<<New amount>>
PHA Housing Assistance Payment to owner:	<<Current amount>>	<<New amount>>
Tenant rent payment to owner:	<<Current amount>>	<<New amount>>

Please note that you have the option to relocate at the end of your lease term, provided that you are in compliance with the terms of the lease agreement and with HCV program requirements.

Tenant signature: _____ Date:

PHA representative signature: _____ Date: