

COMPLEX: _____

ADDRESS: _____

PHONE: _____

Recertification – 1ST Notice

Date: _____

Unit#: _____

Tenant: _____

As you know, it is necessary we verify your income on an annual basis before your renewal date.

Your recertification date is: _____

Enclosed is a recertification application. Please complete and return it as soon as possible so we can begin the renewal process and have it completed before your renewal date.

After I receive all information, I will ask you come to the office to sign all paperwork. Please help me to make this procedure go as smoothly as possible.

If you are not going to renew your lease, please let me know.

Thank you in advance for your cooperation.

Manager