

DRAFT COMMUNITY CONTACT LETTER

(Your Letterhead)

(Date)

Contact Person
Organization
Address
City, State, Zip Code

SUBJECT: (Name of Property)

Dear _____:

Sometime during (anticipated month), (name of property) will be available for occupancy. Construction has just begun, and it is our hope this notice will give you ample time to inform your constituency of this housing opportunity.

(Name of project) is located at (address) and offers the following (list amenities):

Property Management provided by (_____). The owner/management is committed to establishing (name of project) as a racially and economically integrated community. Consequently, we have allocated 20 percent or (real number) one-bedroom and (real number) two-bedroom (three-bedroom real number when applicable) for those persons who meet, not only the traditional resident selection criteria, but also an income restriction.

The income restriction requires that individual or family annual gross income **NOT** exceed (specific amount).

Additionally, and for your information, the rent structure is:

<u>Market Rent</u>		<u>Restricted Rent*</u>	
One-Bedroom	_____	One-Bedroom	_____
Two-Bedroom	_____	Two-Bedroom	_____

* LOWERED RENTAL RATES FOR PERSONS WHO MEET INCOME RESTRICTIONS.

We look forward to serving your constituency. If we can be of further assistance to you, please contact us at (phone number).

Very truly yours,