

HOUSING AUTHORITY



of the County of Lebanon

Section 8 Housing Assistance Program
P.O. Box 420, 1012 Brock Drive, Lebanon, PA 17042
Phone: 717-273-1639 Fax: 717-273-6950 TDD 800-545-1833 ext 826
Email: section8@lebanoncountyhousing.com

December 30, 2008

John Q. Landlord
134 Owner Road
Anytown, USA 99999

Re: Happy Tenant

SIGNING OF DOCUMENTS NOTICE

This is to advise you that the lease and HAP contract for the above parties have been put into effect. Below is the information regarding the lease and HAP contract.

Date Lease Begins: January 1, 2009
Total Contract Rent: \$550.00
Family Payment is: \$300.00
Authority Payment is: \$250.00
Family Utility Check: 0

The next annual re-examination will be on or about December 1, 2009.

Prior to the start of assistance, both the landlord and tenant need to come into our office to sign the required Housing Assistance Payments contract and related certifications. In addition, prior to the start of assistance payments either the dwelling lease provided by the Authority must be signed or an executed copy of a landlord provided lease must be given to the Authority. You may come in without an appointment Monday through Friday, from 8:30 a.m. to 4:00 p.m. If you have questions or concerns regarding the documents you will be signing, we advise you to call our office for an appointment and do not just walk in. This will allow a staff member to give you the necessary time to address your concerns.

Since we cannot begin assistance payments until all documents are signed, we encourage you to visit our office as soon as possible. Please be advised that failure to come in and sign the documents within 10 days from the date of this letter may cause a change in the effective date of rental assistance payments.

Thank you for your participation in the Section 8 housing assistance program.

Sincerely,

HOUSING AUTHORITY OF
THE COUNTY OF LEBANON

Happy Tenant
4567 Rental Way
Anytown, USA 99999

(S8018 01/09 Rev. 1.2)