

Date: _____

RE: _____ (name)

_____ (address)

_____ (tenant #, if any)

Dear Housing/Subsidy Provider:

Because of the Coronavirus epidemic and the “shelter-at-home” order, I have lost all or some of my income. I am requesting an interim recertification of my tenant rent.

I am self-certifying that this information is true. I know that I could be terminated from my housing program or be required to pay back rent if the information is not correct.

The change in income happened on _____ (date). Specifically, I am asking you to make the decrease in my tenant rent retroactive to the date of the income loss. I was prevented from giving you this information earlier because (the management office was closed/the “shelter-at-home” order prevented me from getting documents from my employer/I was sick or showed symptoms, so I was quarantined/other).

Thank you for your attention to this information. I hope that you and your family stay well.

Sincerely,

Signature