

IRON COUNTY HOUSING COMMISSION

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**Executive Director: Victoria Webb, PHM/ Board of Commissioners: Anita Phillips/Board President
Jennifer Ricker-Feak/Dona Heikkinen/Kim Flood/Greg Hall**



INITIAL NOTICE OF ANNUAL RECERTIFICATION

DATE: _____

EACH YEAR THE FEDERAL GOVERNMENT REQUIRES US TO DECIDE HOW MUCH RENT YOU ARE TO PAY FOR THE DWELLING THAT YOU RESIDE IN THROUGH THE RENTAL AGREEMENT THAT YOU HAVE WITH THE IRON COUNTY HOUSING COMMISSION. AT THIS TIME EACH YEAR IT IS CALLED YOUR RECERTIFICATION DATE OR YOUR ANNIVERSARY DATE. THIS DATE IS USUALLY THE FIRST OF THE MONTH. IF A TENANT MOVES IN ON THE 15TH OR 16TH OF THE MONTH, WE MOVE THE DATE TO THE FIRST OF THE NEXT MONTH. AS THIS OFFICE NEEDS TIME TO PREPARE THE PAPER WORK AND EACH MONTH VARIES AS TO HOW MANY ARE IN THAT MONTH, WE ARE REQUIRED TO SEND YOU A NOTIFICATION LETTER REQUESTING YOUR YEAR INCOME. THIS NOTICE IS CALLED YOUR CUTOFF DATE. WE WILL NEED YOUR INCOME, UPDATED INFORMATION (BANK STATEMENTS ETC.) BY THIS CUTOFF OR BEFORE IF AVAILABLE. THERE ARE CIRCUMSTANCES WHEN STAFF IN OUR OFFICE NEED TO ATTEND MEETINGS, OR TO BE OUT OF THE OFFICE TO ATTEND MEETINGS, OR TO BE OUT OF THE OFFICE TO ATTEND TO EMERGENCY SITUATIONS, SO WE MUST HAVE THIS DATE OF YOUR RECERTIFICATION AND CUTOFF DATE SET. THESE SITUATIONS ARE MOST TIMES OUT OF OUR CONTROL AND ASK YOUR COOPERATION. THIS MEANS THAT YOUR RECERTIFICATION DATE IS FIRM, AND CANNOT BE CHANGED. WE WILL TRY TO KEEP THIS SCHEDULE AND ASK THAT YOU DO THE SAME.

TENANT SIGNATURE _____



EQUAL HOUSING OPPORTUNITY