

## Sample

# Mark-to-Market Form 3.4 Notice of 2<sup>nd</sup> Consultation/Tenant Meeting (Must be given to tenants at least twenty days prior to submission of Plan to OAHP)

(Date)

Project Name: \_\_\_\_\_

FHA Number: \_\_\_\_\_

Section 8 Expiration Date: \_\_\_\_\_

REMS I.D. #: \_\_\_\_\_

Dear (Tenants & Other Interested Parties):

This notice serves to inform you, other tenants, and other interested parties of a second meeting concerning the restructuring of rents and project mortgage debt for (project name and address) under HUD's Mark-to-Market program.

The meeting will be held on (date, no less than 10 days before submission of draft restructuring plan to OAHP) at (location, either on-site at project or nearby) to which you are invited.

This meeting will give you and other tenants, as well as any other interested parties which you would like to invite, including representatives of tenant organizations, an opportunity to provide further comments *choose one of the following*: [regarding the Restructuring Plan for this project] **or** [regarding our preliminary conclusion that the transaction is ineligible or infeasible for restructuring]. We remind you that if you are a tenant in a subsidized unit, the rent you are charged will continue to be calculated as it has been in the past; your rent will not change unless your income changes.

Copies of the draft *choose one of the following*: [Restructuring Plan] **or** [of any releasable documentation recommending to OAHP that the Restructuring Plan not be completed] are available for your review at (address of property management office or other location convenient to tenants) during normal business hours. Copies may be made at the reviewer's expense.

If you have any questions regarding this meeting, please contact (name of PAE contact) at (phone number of PAE). We look forward to meeting with you and your neighbors.

Sincerely,

(PAE Official)

(Title)

cc: Other Interested Parties

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. The office of Multifamily Housing, Office of Affordable Housing Preservation 451 7th Street SW, Room 6216 6230 Washington, DC 20410. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. Title V of the Departments of Veterans Affairs and Housing and Urban Development and Independent Agencies Appropriations Act of 1988 (P.L.106 65, 111 Stat. 1384) authorizes the FHA Multifamily Housing Mortgage and Housing Assistance Restructuring Program. HUD implemented a statutory permanent program directed at FHA-insured multifamily projects that have project-based Section 8 contracts with above-market rents. The information collection is used to determine criteria eligibility of FHA-insured multifamily properties for participation in the Mark to Market program and the terms on which participation should occur. The purpose of the program is to preserve low-income rental housing affordability while reducing the long-term costs of Federal rental assistance. While no assurances of confidentiality are pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.