

**Housing Authority
Applicant Notice of Rejection**

To: Applicant _____ Date _____
Address _____

Dear _____,

Your application for public housing has been rejected. This letter explains the reason(s) for your rejection and your rights.

1. You did not meet our basic eligibility requirement(s), specifically:

- ____ a. Your income exceeds our income limits;
- ____ b. You have failed to provide social security numbers for all family members.
- ____ c. You have failed to provide citizenship/immigration information for all family members.

2. Your family is not likely to comply with the terms of our lease, as follows:

- ____ a. Your family has not paid rent or utilities, or paid late;
- ____ b. Your family has not taken proper care of an apartment, or has damaged it;
- ____ c. Your family has interfered with other residents' rights or peaceful enjoyment of the premises;
- ____ d. Your family has engaged in criminal activity that will threaten the health, safety or welfare of other residents or has engaged in drug-related criminal activity.
- ____ e. Other: _____

This rejection is based on the following facts: _____

If you disagree with this determination, you may request an informal hearing to present information about why you should be admitted. If you desire such an informal hearing, it must be requested in writing at the PHA address within ten working days of the date of this notice. If we do not hear from you by _____, the Authority's determination shall be considered final.

Hearings are conducted by a staff member not involved in making the decision to reject your application. The staff person(s) who made the decision will attend the hearing. You may bring witnesses and/or legal counsel or other representatives to the hearing. You may also review your application file, upon request, at a mutually convenient time before or during the hearing.

NOTICE: If you are a person with a disability you are entitled to another interview before we decide whether to reject you. At the interview we will discuss whether there may be reasonable accommodations that can be made that will enable you to comply with the terms of our lease, and allow us to accept your application. Please contact us as soon as possible to schedule this interview.

Sincerely, _____
Signature Name and title