



PHA or Section 8 Notification Letter

(This Form Must Be Included With Application)

Date

TO: Local Housing Authority or Administering Agency
Street Address
City, Virginia Zip
Attention: Section 8 or PHA Waiting List Administrator

RE: PROPOSED AFFORDABLE HOUSING DEVELOPMENT

Name of Development: _____
Name of Owner: _____

I would like to take this opportunity to notify you of a proposed affordable housing development to be completed in your jurisdiction. We are in the process of applying for federal low-income housing tax credits from the Virginia Housing Development Authority (VHDA). We expect to make a representation in that application that we will give leasing preference to households on the local PHA or Section 8 waiting list. Units are expected to be completed and available for occupancy beginning _____.

The following is a brief description of the proposed development:

Development Address (should correspond to I.A.2 on page 1 of the Application):

Proposed Improvements: (Should correspond with I.B & D and III.A of the application)

<input type="checkbox"/> New Construction:	_____ # Units	_____ # Buildings	_____ Total Gross Floor Area
<input type="checkbox"/> Adaptive Reuse:	_____ # Units	_____ # Buildings	_____ Total Gross Floor Area
<input type="checkbox"/> Rehabilitation:	_____ # Units	_____ # Buildings	_____ Total Gross Floor Area

Proposed Rents (should correspond with VII.C of the Application):

<input type="checkbox"/> Efficiencies:	\$ _____ / month
<input type="checkbox"/> 1 Bedroom Units:	\$ _____ / month
<input type="checkbox"/> 2 Bedroom Units:	\$ _____ / month
<input type="checkbox"/> 3 Bedroom Units:	\$ _____ / month
<input type="checkbox"/> 4 Bedroom Units:	\$ _____ / month

PHA or SEC 8 Notification Letter, continued

Other Descriptive Information (**should correspond with information in the application**):

We will appreciate your assistance in identifying qualified tenants. If you have any questions about the proposed development, please call me at (xxx) xxx-xxxx. Please acknowledge receipt of this letter by signing below and returning it to me.

Sincerely yours,

Representative of Owner/Applicant
Title

To be completed by the Local Housing Authority or Sec 8 Administrator:

Seen and Acknowledged By: _____

Printed Name: _____

Title: _____

Phone: _____

Date: _____

NOTE: Any change in this form letter may result in a reduction of points under the scoring system. If you have any questions, please call Jim Chandler at VHDA (804) 343-5786.