



PHA or Section 8 Notification Letter

Development Name: _____
Tracking #: _____

If you have any questions, please call Jim Chandler at VHDA (804) 343-5786.

General Instructions

1. This PHA or Section Notification letter must be included with the application.
2. 'Development Address' should correspond to I.A.2 on page 1 of the Application.
3. 'Proposed Improvements' should correspond with I.B & D and III.A of the Application.
4. 'Proposed Rents' should correspond with VII.C of the Application.
5. 'Other Descriptive Information' should correspond with information in the application.
6. NOTE: Any change to this form letter may result in a reduction of points under the scoring system.

PHA or Section 8 Notification Letter

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 on _____ (date).

The following is a brief description of the proposed development:

Development Address:

Proposed Improvements:

<input type="checkbox"/> New Constr.:	_____ # units	_____ # Bldgs	_____ Total Gross Floor Area
<input type="checkbox"/> Adaptive Reuse:	_____ # units	_____ # Bldgs	_____ Total Gross Floor Area
<input type="checkbox"/> Rehabilitation:	_____ # units	_____ # Bldgs	_____ Total Gross Floor Area

Proposed Rents:

<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

Other Descriptive Information:

PHA or Section 8 Notification Letter, cont'd

We appreciate your assistance with 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: _____