

**NOTICE TO ALL TENANTS OF INTENTION TO SUBMIT
A REQUEST FOR APPROVAL OF A REDUCTION IN TENANT
UTILITY ALLOWANCES AS CALCULATED IN UTILITY ANALYSIS**

[DATE OF NOTICE]

Take notice that a Utility Allowance (UA) decrease has been calculated based on the utility usage at [name of apartment complex], and a request to adjust the UA has been submitted to the United States Department of Housing and Urban Development (HUD).

The proposed Utility Allowances to be effective [DATE] are:

Bedrooms	Present UA	Proposed UA
	\$	\$
	\$	\$

You have the right to participate as provided in §245.420. A copy of the materials that we are submitting to HUD in support of our request will be available during normal business hours at [address] for a period of 30 days from the date of service of this notice for inspection and copying by tenants of [name of apartment complex] and, if the tenants wish, by legal or other representatives acting for them individually or as a group.

During a period of 30 days from the date of service of this notice, tenants of [name of apartment complex] may submit written comments on the proposed UA decrease to us at [address]. Tenant representatives may assist tenants in preparing those comments. These comments will be transmitted to HUD, along with our evaluation of them and our request for the decrease. You may also send a copy of your comments directly to HUD at the following: United States Department of Housing and Urban Development [address of local HUD field office with jurisdiction over rent increases for the project], Attention: Director, Housing Management Division, Re: Project No. [Name of Apartment Complex].

HUD will approve, adjust upward or downward, or disapprove the proposed UA decrease upon reviewing the request and comments. When HUD advises us in writing of the decision on our request, you will be notified. If the request is approved, any allowable decrease will be put into effect only after a period of at least 30 days from the date you are served with that notice and in accordance with the terms of existing leases.

[Name of mortgagor or managing agent]