

## 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