

Sample

**Mark-to-Market Form 3.5
Notice to Tenants and Local Government of Closed Restructuring
Plan or Other Conclusion**

_____ *(Date)*

Project Name: _____

Project Address: _____

Owner: _____

FHA Number: _____

Section 8 Expiration Date: _____

REMS I.D. #: _____

To: All Residents of
 (Project name)
 (Project address)

And To: *(affected unit of local government)*

From: *PAE*

Subject: *choose one of the following* [Restructuring Plan Closed] **or** [Conclusion of Assessment]

Option 1:

This notice is to inform you that a restructuring has been closed with the owner of _____ *(Project name)* listed above, with the assistance of _____ *(PAE name)*, the entity assigned to process this property.

Summary of the Plan changes since last discussed with the residents: (Or see attached.)

A copy of the Restructuring Plan is available for review at _____ *(address of property management office)* during normal business hours through *(date: 30 days from date of mailing)*. Copies may be made at the reviewer's expense.

Option 2:

This notice is to inform you that restructuring cannot be completed with the owner of **(project name _____)** listed above. OAHP determined that *choose one* [the property or owner was ineligible for Restructuring] **or** [the development of a Restructuring Plan should be discontinued]. A copy of the determination and, if available, the currently non-viable Restructuring Plan (with appropriate material redacted) is available for review at _____ **(address of property management office)** during normal business hours through **(date: 30 days from date of mailing)**. Copies may be made at the reviewer's expense.

Please call _____ **(PAE Contact Person)** at _____ **(office phone number)** if you have any questions.