



**HOUSING AUTHORITY OF THE CITY OF BASTROP**  
PO Box 707 (mailing), 502 Farm Street (physical), Bastrop, TX 78602  
PH: 512-321-3398 TTY: 1-800-735-2989 FAX: 512-303-0568  
*The Owner does not discriminate against persons with disabilities*

**INITIAL NOTICE OF RECERTIFICATION**

\_\_\_\_\_  
\_\_\_\_\_

**2110 N. Main # \_\_\_\_\_**  
**Bastrop, TX 78602**

Dear \_\_\_\_\_:

As stated in Paragraph \_\_\_\_\_ of your lease, the US Department of Housing and Urban Development (HUD) requires that we review your income and family composition every year to redetermine rent and assistance levels.

Please be advised that every year around the 1<sup>st</sup> day of \_\_\_\_\_, \_\_\_\_\_ (120 days prior to your annual recertification date), the Landlord will request you to report the income and composition of the your household and to supply any other information required by HUD for the purposes of determining the Tenant's rent and assistance payment, if any. Please be advised that you will need to report to the property's management office by the specified date the following year to prepare for your next annual recertification, which is effective on \_\_\_\_\_, \_\_\_\_\_.

Cooperation with the recertification requirement is a condition of continued of continued program participation. You must report the required information and provide the required signatures to enable the owner to process the recertification by 10<sup>th</sup> day of \_\_\_\_\_, \_\_\_\_\_ (insert the 11<sup>th</sup> month after the last annual recertification).

When you attend the interview, you must provide the information that was requested in the reminder notice.

I have read and understand this letter describing the requirement for my participation in an annual recertification interview.

\_\_\_\_\_  
Signature of the Head of Family

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date