

NOTICE TO TENANTS THAT A UTILITY ALLOWANCE DECREASE HAS BEEN CALCULATED AND SUBMITTED TO HUD FOR APPROVAL

Date Distributed to Residents

Dear Residents

Take note that a Utility Allowance (U/A) decrease has been calculated based on the utility Costs at **name of apartment complex**, and a request to adjust the U/A has been submitted to the United States Department of Housing and Urban Development (HUD)/Contract Administrator (CA).

Bedroom Type	Current U/A	Proposed U/A	Proposed Decrease Amount
0 BR	\$	\$	\$
1 BR	\$	\$	\$
2 BR	\$	\$	\$
3 BR	\$	\$	\$
4 BR	\$	\$	\$
5 BR	\$	\$	\$

You have the right to participate as provided in §245.420. A copy of the materials that we are submitting to HUD/CA 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 **30/15 days** from the date of service of this notice, tenants of **name of apartment complex** may submit written comments on the proposed rent adjustment to us at **address**. Tenant representatives may assist tenants in preparing those comments. These comments will be transmitted to HUD/CA, along with our evaluation of them and our request for the decrease.

You may also send a copy of your comments directly to the Contract Administrator at the following address:

Los Angeles LOMOD Corporation
2600 Wilshire Blvd., 5th Floor
Los Angeles, CA 90057
Attention: Contract Department

HUD will approve, adjust upward or downward, or disapprove the proposed UA decrease upon reviewing the request and comments. When HUD/CA advises us in writing of the decision on our request, you will be notified. If the request is approved, any allowable adjustment will be put into effect only after a period of at least **30/15 days** from the date you are served with that notice and in accordance with the terms of existing leases.

Name of mortgagor or management agent
Owner or project name