{date}

Attention:

Complex Name:

Address:

City, State, Zip:

Tenant Name: {Client Name} Unit Number:

Dear:

This letter is to inform you that {Client Name} is working with {Agency Name} to help move into an apartment and stay housed. We will provide financial assistance (move-in costs, rental assistance, etc.) and community connections for {Client Name} so that they can get back up on their feet and have the support they need to succeed.

{Agency Name} will pay 100% of move in costs associated with the lease for this unit. We will inspect the unit, and at the time the lease is signed, we will provide a check for all move-in costs on behalf of this tenant, to be calculated as follows:

Security Deposit: $\_\_\_\_\_\_\_\_\_\_\_\_

Pro-Rated First Month’s Rent: $\_\_\_\_\_\_\_\_\_\_\_\_

Last Month Rent: $\_\_\_\_\_\_\_\_\_\_\_\_

Additional Deposit: $\_\_\_\_\_\_\_\_\_\_\_\_

***Total Move-In: $\_\_\_\_\_\_\_\_\_\_\_\_***

Our program wants to ensure that {Client Name} can maintain their housing for the length of the lease or longer. To make this happen we will be working with him/her on building community connections, and paying rent. During this time, {Agency Name} will provide monthly rental assistance payable to the landlord on the date that rent is due. The amount of the rental assistance will decrease over time and is calculated based on the tenant’s income, and their ability to pay rent.

Please contact me if you have any questions or concerns while you are receiving rental assistance checks from {Agency Name}. We want to fully support {Client Name} in their new housing, and you as well! In the rare occurrence where there is any notice to the household to vacate, or any complaint used to commence an eviction action against the household, please send us a copy.

Thank you for providing this housing opportunity. You have played an integral role in helping someone find a home, and are making this community a better place. We look forward to working with you!

Please stay in touch, and contact me if you have any questions or for assistance.

Sincerely,

{Housing Advocate Name}, {Housing Advocate Title}

{Phone Number}/ {Email}