

MODEL LETTER

Advise Applicants of Admissions Preferences

Here's a Model Letter you can adapt and use to inform applicants on your waiting list of any preferences your site has established that they might qualify for. This letter lists household sizes of one to six people, and uses working households and head of household with a disability or over age 62 as examples of owner-adopted preferences. You'll need to adapt the language to reflect the preferences at your site. Show the letter to your attorney before using it.

Dec. 1, 2010

Mr. Jim Johnson
123 Main Street
Anytown, Any State 10000

Dear Mr. Johnson:

This is to let you know that ABC Apartments has changed its admissions policies. You may be able to improve your position on our waiting list by taking advantage of these new priorities.

First, we are committed to giving priority to households whose incomes do not exceed the following limits, based on household sizes:

- ◆ 1-person household \$[current income limit for your area]
- ◆ 2-person household \$[current income limit for your area]
- ◆ 3-person household \$[current income limit for your area]
- ◆ 4-person household \$[current income limit for your area]
- ◆ 5-person household \$[current income limit for your area]
- ◆ 6-person household \$[current income limit for your area]

Also, starting immediately, we will be giving priority in our admissions to households where:

- One or more household members are employed at least part time; or
- The household head, his or her spouse, or the sole household member is 62 years of age or older or has a disability.

Please write or call us at 555-555-5555 if your household qualifies for admission priority under any of the circumstances we've described here.

Yours truly,
Jane Manager