## *If you need help, please contact HomeownershipSF.*

*Si necesita ayuda , póngase en contacto con HomeownershipSF.*

如果您需要幫助，請聯繫 *HomeownershipSF.*

*Kung kailangan mo ng tulong, mangyaring makipag-ugnay sa HomeownershipSF.*

415.202.5464 (phone/teléfono/電話/telepono) --- info@homeownershipsf.org (email/correo electrónico/電子郵件)

DATE

Dear BMR Tenant(s):

As a participant in the Inclusionary Below Market Rate Program, renters must provide annual income documentation for continued program eligibility. A representative from your building will be working with you to gather the documents needed to determine your ongoing eligibility. You should continue to qualify as long as you meet the program’s financial eligibility requirements. This includes having a household income that is under 175% AMI. For example, for a household of 2, you can earn up to $186,450.

Attached is the BMR Rental Recertification Application and checklist with the required documents you must submit.

Beginning on November 1, 2021, tenants will only need to submit their most recent federal tax return, however, additional documents may be requested as needed.

**YOU MUST RESPOND by 5:00 PM on DAY, MONTH DATE, 2021:**

The BMR Rental Recertification application, tax returns and any other applicable documents are due back to your building’s representative within 10 business days of this letter. You may submit your application and documents as follows:

In person at:

NAME

ADDRESS

SPECIFY LOCATION ON SITE

By secure email to:

NAME

EMAIL ADDRESS

By mail to:

NAME

ADDRESS

CITY, STATE ZIP

**FAILURE TO RECERTIFY:**

You must take recertification seriously as a requirement for continued eligibility with our program. Failure to comply with recertification may result in a 90 Day Notice of Non-renewal of your Lease.

If you need further assistance, please refer to the San Francisco Housing Resource Guide (available in 4 languages).  You can find it at [http:/](http://sfmohcd.org/san-francisco-housing-resource-guide)sfmohcd.org/san-francisco-housing-resource-guide

**Once again, the application and the required documents must be received by 5:00 PM on DAY, MONTH DATE, 2021.**

Thank you,

Name

Property Name