## *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

Greetings BMR Tenant(s):

TheMayor’s Office of Housing and Community Development hopes that you are enjoying your unit. As part of the Inclusionary Program requirements, MOHCD must monitor Inclusionary Renters for continued eligibility. This process referred to as recertification, occurs annually and the Building’s Rental Agent will be working with you to gather the documents needed to recertify your income and asset eligibility. Attached is the Below Market Rate (BMR) Rental Recertification Application and the checklist that lists all of the required documents you must submit with your Recertification Application.

**APPLICATION DUE DATE:**

The BMR Rental Recertification, checklist and all required documents are due back to the Rental Agent 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:**

Failure to comply with recertification will 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, 2019.**

Thank you,

MOHCD, BMR Team