

## Recertification Letter

Date:

Dear Resident:

We would like to thank you for renting at our property. We look forward to having you with us in the coming year. Your new rental rate will increase effective \_\_\_\_\_ as outlined below:

Your current lease agreement will expire on \_\_\_\_\_

Your current rent is \_\_\_\_\_

Your new rent effective \_\_\_\_\_ will be \_\_\_\_\_

The rent increase is based on the updated rent schedule issued by the City of Rockville effective July 1, 20xx.

Pursuant to the Moderately Priced Dwelling Unit (MPDU) requirement, MPDU tenants must provide income and household composition information to the landlord every year for recertification purposes. Therefore, within 30 days of the date of this letter, you must return to the landlord the following information and documentation:

1. A completed Certification Form (enclosed)
2. The most federal tax turn and W-2s for each adult (if no taxes were filed, please provide a transcript from the IRS)
3. Two (2) most recent paystubs (or 4 paystubs if paid weekly)
4. Income Verification Form (enclosed)
5. If a dependent is 18 or over, you must verify whether they are a student or working. If they are working, they must provide copies of their two most recent paystubs and Income Verification Form. If they are a full time student, you must provide their current school transcript or a class schedule.

In accordance with the MPDU regulations, if you fail to provide the recertification information within the 30 days from the date of this letter, you must be given a 60-day notice to vacate. If upon recertification, it is determined that your household's income exceeds the maximum eligibility income necessary to qualify as an eligible person, you must be given a six month notice to vacate.

Sincerely,

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Owner/Agent