

Date: [Date]

Tenant Name: [Tenant Name]

Property Address: [Property Address]

City, State, Zip: [City, State, Zip]

NOTICE OF RENT PORTION ADJUSTMENT

Dear [Tenant Name],

This letter is to formally notify you of a change in your monthly rent payment responsibility. Based on the most recent documentation received from the **[Name of Housing Authority]**, your portion of the rent has been adjusted.

Effective Date of Change: [Date]

Updated Rent Breakdown:

- **Total Monthly Contract Rent:** \$[Amount]
- **Housing Assistance Payment (HAP):** \$[Amount]
- **Tenant Rent Portion (Your Responsibility):** \$[Amount]

Beginning on **[Date]**, please ensure that your payment of **[\$Amount]** is submitted to the management office by the **[Day]** of each month. All other terms and conditions of your original Lease Agreement remain in full force and effect.

If you have any questions regarding how your portion was calculated, please contact your caseworker at the Housing Authority directly. For questions regarding your payment methods, please contact the management office.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Phone Number]