

Date of Notice		
Name of Tenant		Unit Number

Whereas, the applicable utility allowance has increased and the tenant portion of rent must be decreased accordingly to remain in program compliance with Section 42 of the Internal Revenue Code, Low Income Tax Credit Program.

Due to an increase in utility allowance, the tenant portion of rent is being decreased. The effective date of the rent decrease is the \_\_\_\_\_\_ day of \_\_\_\_\_\_, 20 \_\_\_\_\_.

Previous Utility Allowance	New Utility Allowance
Previous Tenant Rent	New Tenant Rent

Please make a note of this and pay the new rent amount. Should you have any questions, please call the office.

## property manager signature

Name

Date

Property Name