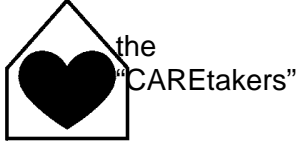


Kathy Richards Management

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(888) 576-6468

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Ironwood, MI 49938
(906) 932-5500
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Equal Housing Opportunity
This institution is an equal opportunity provider and employer.



Date

RE: ANNUAL INCOME RECERTIFICATION

Certification

Expires On: _____

Project Name _____

The USDA Rural Development Office requires each tenant to confirm his or her income at least once each year and it is now time to recertify yours. We have attached an Income Checklist to be completed by every adult member of the household. We have also attached some release forms for you to promptly complete and return to our office. These must be returned to me within 3 days.

The Recertification form is used to update our files on each family member. Please fill out this form completely and be sure to list all individuals living in the apartment. Please mark either Yes or No to all questions and sign and date this form. Sign all applicable verification forms as well. If your household has more than one person employed, please provide the employer information and sign the additional verification form attached.

If you are claiming that you have no income what so ever, we must have written notification from you explaining your income situation. You must also describe the means with which you obtain food, clothing, etc., during this period, such as assistance by friends and relatives.

Failure to return this information will result in you becoming an ineligible tenant. You could lose your Rental Assistance and be made responsible for full market rent of _____. **TO PROTECT YOUR RENTAL ASSISTANCE, SEND THIS INFORMATION PROMPTLY.** Contact us if you should have any questions.

Sincerely,

Kathy Richards, Agent
Richards Management, Inc.

802-9/10