

## REPAYMENT AGREEMENT

(03/19)

Dear \_\_\_\_\_,

Failure to properly report income earned from \_\_\_\_\_ through \_\_\_\_\_ has resulted in a Housing Assistance Payment (HAP) overpayment of \$\_\_\_\_\_.

Per HUD Handbook 4350.3 REV-1, Chapter 7, Section 2: If the tenant does not comply with the interim reporting requirements and the owner discovers the tenant has failed to report changes as required under #16: *Reporting Changes Between Regularly Scheduled Recertifications* of the Lease, the owner initiates an interim recertification. Owners must implement any resulting rent increase **retroactive** to the first of the month following the date that the action occurred.

### TO RESOLVE THIS ISSUE

1. Within 10 calendar days from the date of this notice, you have the right to request a meeting with the owner to discuss the matter. Persons with disabilities have the right to request reasonable accommodations to participate in the meeting.
2. Remit the amount due within 10 calendar days from the date of this letter. (or)
3. Remit a minimum of the current amount due for the repayment plus the current tenant rent by the due date listed below, along with the executed (signed and dated) repayment agreement.

I, \_\_\_\_\_, agree to reimburse a total of \$\_\_\_\_\_ for the Housing Assistance overpayment created by failure to report employment as required in my lease. I have made an initial payment of \$\_\_\_\_\_ now and will pay \$\_\_\_\_\_ per month on the HAP overpayment **in addition to** my regular monthly tenant rent beginning \_\_\_\_\_ 1, 20\_\_\_\_\_ through \_\_\_\_\_ 1, 20\_\_\_\_\_.

I understand that failure to remit the monthly repayment amount in addition to the current monthly rent by the 5th day of the month in which the payment is due constitutes default of the repayment agreement and will result in termination of assistance and/or tenancy.

**THE TERMS OF THE AGREEMENT WILL BE RE-NEGOTIATED IF THERE IS A DECREASE OR INCREASE IN THE FAMILY'S INCOME OF \$200 OR MORE PER MONTH.**

Current Amount Due	Date Due	Amount Paid	Date Paid
(Repayment)	1, 20	\$	
(Repayment)	1, 20	\$	
(Repayment)	1, 20	\$	
(Repayment)	1, 20	\$	
(Repayment)	1, 20	\$	
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(Repayment)	1, 20	\$	
(Repayment)	1, 20	\$	
(Repayment)	1, 20	\$	
(Repayment)	1, 20	\$	
(Repayment)	1, 20	\$	

Tenant Signature	Date
Tenant Signature	Date
Property Manager Signature	Date