

Exhibit 7-4: **Sample Annual Recertification
Third Reminder Notice/Notice of Termination**

(Tenant's Name)
(Address)

(Date at least 60 days prior to the
upcoming recertification anniversary date)

Dear _____:

On (date of First Reminder Notice) and (date of Second Reminder Notice) we sent you notices requesting you to set up your recertification interview. You still have not scheduled your interview. Paragraph [15,10, or 9—indicate the paragraph number that corresponds to the paragraph of the model lease being used for the tenant] of your lease states that the Department of Housing and Urban Development (HUD) requires that we review your income and family composition every year to redetermine rent and assistance levels.

To complete our review of your income and family composition, you must meet with (Resident Manager, Occupancy Clerk, etc.) at (place of interview) and provide the required information ****and signatures to enable the owner to process your recertification. Your cooperation with the recertification requirement is a condition of continued program participation.**** (Resident Manager, Occupancy Clerk, etc.) will be available for recertification interviews (dates and times available). Please contact (Resident Manager, Occupancy Clerk, etc.) (by phone, at the office) as soon as possible to schedule an appointment for an interview.

If you meet with (Resident Manager, Occupancy Clerk, etc.) and provide all of the required information ****and signatures****, we will not terminate your assistance unless your income shows you are no longer eligible for assistance. If you report to the Rental Office after (insert the cutoff date, the 10th day of the 11th month after the last annual recertification), we will process your recertification but will not provide you 30 days notice of any resulting rent increase.

****To help us process your recertification, you must bring the following information to your interview. (List all required information.)****

(NOTE: For tenants of all projects, except PRAC projects, add the following.) If you do not respond before (insert recertification anniversary date), paragraph [15 ****or**** 14] of your lease gives us the right to terminate your assistance and charge you the (****insert type of rent, either**** market rent, contract rent or ****110% of BMIR rent**) of \$_____ (insert the rent the tenant will be required to pay) ****effective (insert the recertification anniversary date). ****This increase in rent will be made without providing you additional notice. If you fail to pay the increased rent, we may terminate your tenancy and seek to enforce the termination in court.******

(NOTE: For tenants in PRAC projects add the following sentence.) If you do not respond before (insert the recertification anniversary date), your tenancy may be terminated.

Please do not make us increase your rent. Go to the Rental Office today to set up your interview and to discuss your recertification and any possible change in rent.

Thank you for your cooperation.

Sincerely,

(Managing Agent, Resident,
Manager etc)