

INITIAL AND REMINDER NOTICE SCHEDULE – HUD

For Annual Recertifications

All notices need to be generated and sent “by” the 1st of every month.

Scheduled Annual Recertification Effective Date	120-Day Reminder Notice Date	90-Day Reminder Notice Date	60-Day Final Reminder Notice Date
January 1 st	September 1 st	October 1 st	November 1st
February 1 st	October 1 st	November 1 st	December 1st
March 1 st	November 1 st	December 1 st	January 1st
April 1 st	December 1 st	January 1 st	February 1st
May 1 st	January 1 st	February 1 st	March 1st
June 1 st	February 1 st	March 1 st	April 1st
July 1 st	March 1 st	April 1 st	May 1st
August 1 st	April 1 st	May 1 st	June 1st
September 1 st	May 1 st	June 1 st	July 1st
October 1 st	June 1 st	July 1 st	August 1st
November 1 st	July 1 st	August 1 st	September 1st
December 1 st	August 1 st	September 1 st	October 1st

All Annual Recertifications must be completed and signed at least 30 days “prior” to the due date. This is company policy; and it will allow for Residents to receive a proper advance notice of any rent increase.

1. Always make a photocopy of the “original” notice and place the copy in the resident file with the “certification” paperwork (not the “Notices” section of the file.) Send/deliver the original Notice to the recertifying household. Auditors look for these Notices in the file to ensure that the resident household received the proper (required) notice, especially when a household has not recertified on time.
2. Please ensure, that even if the household has given notice to “move-out” that you still generate and distribute the Notices as mentioned above. Whether moving out or not, residents need to know the requirements and penalties for not recertifying in a timely manner. It is *recommended* that recertifications still be processed for move-outs because residents often change their minds and want to continue as residents.
3. The 60-Day Final Reminder Notice is the “last” Reminder Notice that HUD requires the resident to receive. The Resident will go to “market rate rent” effective on their recert date if they do not respond. **NOTE:** 30 days “before” the recertification is due to expire it is *recommended* that a copy of the prior 60-day notice along with the “pending” termination 50059 showing market rate rent, be delivered to the household. This action can prompt the household to actually complete their recertification before the actual due date. In this instance if the residents’ rent increases, no additional 30-day notice is required.
4. If any resident cannot complete his/her recertification for any reason, then at least **30-days prior to the effective date of the annual recertification**, you must immediately contact your Compliance Specialist for assistance – no exceptions!