SAMPLE Rent Letter

Date:

Client Name                              Landlord Name
Unit Address                              Landlord Address

Per the initial Housing Assistance Payment Contract agreement note the following change in rental portions. All other terms of the HAP Contract are to remain the same.

Housing Program:                         Ex. Housing Choice Voucher
Voucher Size:                             Ex. 2-Bedroom
Effective Date of Action:
Contract Rent:

Tenant Rent:
CCH HAP:
Security Deposit:

Type of Action:                           Initial Lease-Up

Tenant Name has a(n) Voucher Name housing voucher through the Colorado Coalition for The Homeless. The payment amount that the voucher will cover with utilities for a ___-bedroom unit is $_______. The tenants’ portion of rent will be 30% of their adjusted income and the remaining portion will be covered by the voucher. All these funds are dispersed after all relevant documentation and the lease is signed.

Please contact me if you have any questions.

Sincerely,

Housing Specialist
Colorado Coalition for the Homeless
Housing Assistance Department