



SAMPLE Rent Letter

Date:

Client Name
Unit Address

Landlord Name
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