

[Date]

(Client Name)
(Client Address)
Miami, Florida (ZIP)

SUBJECT: MISSING DOCUMENTATION REQUIRED BY MIAMI-DADE CoC TBRA PROGRAM

Dear (Client's Name):

Rules and regulations governing the Miami-Dade County CoC Tenant-Based Rental Assistance Program require that you provide certain information and documents in order to establish eligibility and/or maintain program participation. We have attempted to work with you to get the appropriate information and/or documentation, but at this time, the following documentation is still missing:

- Proof of Disability
- Proof of Income as follows: _____
- Picture Identification for: _____
- Declaration of Citizenship/Non-Citizenship for: _____
- Executed Landlord Participation Agreement
- Executed Landlord/Tenant and Housing Specialist/Case Manager Agreement
- Unexecuted Lease
- Executed Lease Approved by Program
- Executed Lease Addendum
- Owner/Vendor/Payee Form(s): _____
- Executed Disclosure of Information on Lead-Based Paint or Hazards
- Other document(s) _____

Please be advised that program rules require that you provide information and/or documentation within fifteen (15) days of the Program's request. Failure to do so will result in termination of your application for assistance or the assistance that you are receiving.

Please submit the requested documentation to your Housing Specialist by _____ to avoid issuance of a Program Termination Notice. If you have any questions, please do not hesitate to contact me at _____.

Sincerely,

[Name]
[Title]
[Name of PSH Provider]