

[on town letterhead]

Date

[Address]

[Town]

CC:

Dear Property Owner,

First, I would like to congratulate you on the success of the [project name] rental development, located at [address] in [Town] and thank you for your contribution to helping the municipality meet its affordable housing goals and for assisting your tenants.

This may be the first time that we are contacting you regarding this project. As such, we are willing to work with you as described below.

As you may recall, the town is a signatory to a Local Initiative Program (LIP) Regulatory Agreement and Declaration of Restrictive Covenants for the [project name] rental development recorded with the [Registry] at Book \_\_\_\_\_, Page \_.

The terms of that agreement requires the municipality to certify annually to the Massachusetts Department of Housing and Community Development that the Low and Moderate Income units are occupied by income-eligible tenants who are paying a rent (including any applicable utility allowance(s)) that is within the program guidelines to protect the affordability terms and ensure the Town's compliance with the State regulations and applicable guidelines.

In order for the municipality to meet its regulatory obligation, [project name] rental development must fulfill its duty under the same Regulatory Agreement to provide certain information for all low and moderate income units to the City.

Please submit the requested information within the next month, by **date one month hence**.

Very Truly Yours,

[name and contact information]