

FINAL DEMAND LETTER

Resident Name: _____
 Former/Current Resident of: _____ Unit # _____
 Former/Current Resident Address: _____

During your recertification period of _____ to _____ it was verified that you had income that was unreported according to Statement 1 of your signed lease. Due to your failure to respond by appeal or remit payment of debt, report income or additional income and receiving subsidy erroneously and failure to respond to the **First Demand Letter** dated _____ we are hereby requesting payment in full.

DEMAND IS MADE FOR THE BALANCE OF THIS DEBT TO BE PAID IN FULL UPON RECEIPT OF THIS LETTER.

DATE ORIGINAL TC	TENANT RENT	RENTAL ASSISTANCE
	\$	\$
	\$	\$
	\$	\$
	\$	\$

DATE OF RECERTIFICATION	TENANT RENT	RENTAL ASSISTANCE
	\$	\$
	\$	\$
	\$	\$
	\$	\$

# MONTHS NOT REPORTED	X	DIFFERENCES IN NTC'S	=	TOTAL TO BE PAID BACK
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
	X	\$	=	\$
TOTAL TO BE PAID BACK				\$

PAYMENT RECEIVED	DATE RECEIVED	BALANCE DUE
\$		\$
\$		\$
\$		\$
\$		\$

You have effectively defrauded the government of the United States of America by failing to report all sources of income as required by your Tenant Certification and your Tenant Lease. **We will exercise all remedies available to us in an effort to collect this debt, including, but not limited to: reporting to Collection agencies, reporting to USDA/RD who in turn does report to the United States Department of Treasury and Internal Revenue Service.** Help us resolve this matter amicably. Please contact the property manager for the apartment listed above.

Thank you for your time and attention to this matter.

Sincerely,

Property Supervisor

Hand delivered: _____ Resident Signature of Receipt: _____
 Certified Mail: _____ Date sent certified mail: _____

Final Demand Letter | Form 615
 (Payback) | (rev October 14, 2011)

HM