

Agency Letterhead

Date

Participant Name

Address Line 1

Address Line 2

Under federal regulations, all housing units occupied by families receiving Tenant Based Rental Assistance must be inspected at least once a year. Inspection of the housing unit you currently occupy is scheduled as follows:

Date:

Time:

Unit:

If you cannot be present on the inspection date you must call [Inspector Name] at (555) 555-5555 and arrange for an alternative inspection date.