**Appeal questions & process**

Appeal form could be separate form to be completed and uploaded to the application but it would be better if it could be a form opened in submittable.

**Questions:**

1. Denial reason given:
2. Reason for appeal. Please be specific.
3. If you were declined because your income was over the allowed household income limit the decision was based on the income documentation you provided. Please explain any discrepancies in your income and upload additional documentation.
4. If your application was declined because your landlord refused to participate in the program please provide proof that your landlord has reversed their decision. You must provide a written statement, screenshot of text messages, etc. IHCDA will not contact the landlord without proof of their reversal of decision. (Note or reviewer, if proof is provided, reviewer should confirm with landlord before reverse decision and reopening application.)
5. If your application was declined because your rent was not considered reasonable for the area the calculation is determined by an independent website using the rent amount noted in your lease. The decision cannot be reversed if your rent amount does not meet this requirement.