



Massachusetts Department of Housing and Community Development  
 100 Cambridge Street, Suite 300, Boston, MA 02114

---

**HomeBASE**  
**Notice of Changes in Household Contribution to Rent**

Name: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Dear \_\_\_\_\_

This is to notify you that on the basis of our recent review of your income and household composition, your rent share has been adjusted to the new Tenant's share of Unit Contract Rent shown below. Your rent share may be different from the estimates given to you when you came to our office to recertify.

Your landlord has also been notified of these changes in rent share and will be expecting your new share of rent on the first of the month, every month, beginning on the effective date that appears below. You may request an informal hearing within 14 days of this notice if you do not agree with the adjustments. Hearing requests must be made in writing and sent to : \_\_\_\_\_ (Name of Agency)

If your income or family composition changes during the year, it is your responsibility to notify: \_\_\_\_\_ (Name of Agency) right away so we may make the appropriate adjustments to your file. Failure to do can result in your termination from the program.

Effective Date: \_\_\_\_\_

Tenant Rent: \_\_\_\_\_

Housing Assistance Payments: \_\_\_\_\_

Total Contract Amount: \_\_\_\_\_

**NOTE TO THE TENANT: If you are in the termination appeal process, receiving this new tenant rent share DOES NOT have any effect on the pending matter.**

Sincerely,

Staff name: \_\_\_\_\_

Staff phone number: \_\_\_\_\_