

DATE

Take notice that on (*date*) we plan to submit a request for approval of an increase in the maximum permissible rents for (*name of apartment complex*) to the Wisconsin Housing and Economic Development Authority (WHEDA). The proposed increase is needed for the following reasons:

- 1.
- 2.
- 3.
- 4.

The rent increases for which we have requested approval are:

<b>No. Bedrooms</b>	<b>Current Rent</b>	<b>Proposed Rent</b>
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A copy of the materials that we are submitting to WHEDA in support of our request will be available during normal business hours at (*address*) for a period of 30 days from the date of service of this notice for inspection and copying by tenants of (*name of complex*) and if the tenants wish, by legal or other representatives acting for them individually or as a group.

During a period of 30 days from the date of service of this notice, tenants of (*name of complex*) may submit written comments on the proposed rent increase to us at (*address*). Tenant representatives may assist tenants in preparing those comments. ( If, at WHEDA's request or otherwise, we make any material change during the comment period in the materials available for inspection and copying, we will notify the tenants of the change or changes, and the tenants will have a period of 15 days from the date of service of this additional notice (or the remainder of any applicable comment period, if longer) in which to inspect and copy the materials as changed and the submit comments on the proposed rent increase). These comments will be transmitted to WHEDA, along with our evaluation of them and our request for the increase. You may also send a copy of your comments directly to WHEDA at the following address:

Wisconsin Housing and Economic Development Authority  
908 E Main Street Ste 501  
Madison WI 53703

Re: (*Project No.*)  
(*Name of apartment complex*)

WHEDA will approve, adjust upward or downward, or disapprove the proposed rent increase upon reviewing the request and comments. When WHEDA advises us in writing of its decision on our request, you will be notified. If the request is approved, any allowable increase will be put into effect only after a period of at least 30 days from the date you are served with that notice and in accordance with the terms of existing leases.

*Signed by managing agent/owner*

*\*\*Please see second page for additional directions on completing the 30-day tenant notice.*

1. The letter needs to be on letterhead.
2. The letter needs to be signed and dated.
3. Annotated method of delivery (posted, mailed, hand-delivered).