

SAMPLE APPLICATION REJECTION LETTER

Date _____

Name _____
Address _____

Dear _____,

Thank you for your interest in our apartment community. I regret to inform you that your application for admission has been rejected for the following reason(s):

- _____ Your income exceeds the income limits.
- _____ Your household composition does not fall within the property's established occupancy standards.
- _____ You have failed to provide social security numbers or certification for all household members six and older.
- _____ You have failed to submit evidence of citizenship, naturalization, or eligible immigration status.
- _____ Your application is incomplete.
- _____ Your landlord reference(s) are unsatisfactory or unable to be verified.
- _____ Your credit did not meet the criteria of the Resident Selection Plan.
- _____ You have been convicted of a felony.
- _____ You have had criminal activity and/or drug-related criminal activity.
- _____ You are a registered or convicted sex offender.
- _____ You failed to respond to the waiting list update and/or requested to be removed from the waiting list.
- _____ Other: _____

If you disagree with this determination, you have 14 days from the date of this letter to respond to this notice or request an informal meeting within 14 days to dispute the rejection. You may contact the owner in writing at: _____ or by calling: _____.

Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process.

_____ does not discriminate on the basis of race, color, religion, sex, disability, familial status or national origin in the admission or employment in its assisted programs.

If at some future date you feel that your situation has changed sufficiently for you to be qualified, please contact us again. We will be happy to answer any questions you may have about our requirements.

Sincerely,

Owner/Agent