<<Owner/Manager Info>>

<<Date>>

**Tenant Notification:** <<Property Name>> **is becoming an income-restricted, rent-restricted property**

Hello current tenant,

This property has applied for the City of Detroit’s payment in lieu of taxes (PILOT) program. PILOT will limit the income of who can rent here and limit how much rent we can charge. All tenants must “income qualify” to remain in their unit. Income qualification means providing proof of income and signing a tenant authorization form.

* The good news: No matter what your household income, you can stay in this unit for the length of your current lease. If you want to stay after your current lease, you will have to “income qualify." You will only have to do this once and, if you qualify, you will be able to stay and your rent will be protected.
* The bad news: If you do not qualify, you will not be able to stay after your current lease or once the PILOT begins, whichever is later.
* Next steps to income qualify:
  + Sign the tenant authorization form below and provide proof of income for all members of the household with income (see list below).
    - W2
    - Pay stubs
    - Social security statements
    - Retirement/pension statements
    - Child support payments,
    - Etc.
  + We recommend that you do this now so that you know what to expect after your current lease ends.
  + Note: If you do not want to remain after your lease ends, you will not have to income-qualify.

This property is expected to begin the PILOT program: January 1, <<tentative PILOT start year>>

Your lease ends <<lease end date>>

Thank you,

<<Name/contact>>

