



Community Development Commission of Mendocino County
1076 N. State St., Ukiah, CA 95482

707/463-5462
Fax: 707/463-4188
TDD: 707/463-5697

November 17, 2022

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Dear Owner/Manager,

The unit located at [Click or tap here to enter text.](#) , has passed inspection.

Please **provide CDC with a lease/rental agreement** signed by [Click or tap here to enter text.](#) and the Owner/Manager with an effective date on or after [Click here to enter text.](#)

PAYMENT WILL BE DELAYED IF THE LEASE/RENTAL AGREEMENT DOES NOT CONTAIN ALL OF THE INFORMATION LISTED BELOW.

- Tenant name: [Click here to enter text.](#)
- Effective Date: [Click here to enter text.](#)
- All CDC authorized household members including youths: [Click here to enter text.](#)
- Unit address,
- Term of the lease One month or one year
- Amount of monthly rent: [Click here to enter text.](#)
- Security deposit amount
- What utilities are paid by the owner: [Click here to enter text.](#)
- What utilities are paid by the tenant: [Click here to enter text.](#)
- What appliances (refrigerator/range) are supplied by the owner [Click here to enter text.](#)

Please return the requested items no later than May 26, 2021.

Once the lease/rental agreement is received, CDC will verify the information needed is listed. If so, the Housing Assistance Payment Contract (HAP Contract) will be sent to you for signature. Until this contract is fully executed CDC is unable to release funds.



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Please be advised: Tenants/Participants must only pay the Housing Authority determined amount of rent to the landlord. Additional payments to the landlord are not allowed under the HAP contract.

You may fax the rental agreement to my attention at (707) 463-4188, email to wilfongd@cdchousing.org or mail to 1076 N. State Street, Ukiah, CA 95482.

If you have any questions, please call me at (707) 463-5462 X 102.

Sincerely,

Danielle Wilfong
Landlord Liaison

CC: Participant File, Participant

SAMPLE