



Growing Communities One Family At A Time

TENANT REQUEST FOR INFORMAL SETTLEMENT CONFERENCE

(This information is available in an alternative format upon request.)

Tenant's Name: _____

Mailing Address: _____

Phone: _____

E-mail (if any): _____

Tenant's Signature: _____

Date: _____

In accordance with the grievance policy of Huntsville Housing Authority, I am requesting an informal settlement conference for:

REASON (Check appropriate box):

- Nonpayment of rent
- Lease violation (eviction)
- My denied request for a reasonable accommodation
- My denied request to add a family member
- My denied request to add a full-time live-in aide
- Pet policy
- Remaining member of family
- Denied my transfer request
- PHA is requiring me to transfer
- Other (describe): _____

Please provide specific details about the reason you are requesting the conference:

Please indicate what time of day is best for you to attend a meeting with your property manager (check all that apply):

- 8am to 9am
- 10am to 11am
- 12 noon to 1pm
- 2pm to 3pm
- 9am to 10am
- 11am to 12noon
- 1pm to 2pm
- 3pm to 4pm

PLEASE MAIL OR HAND-DELIVER REQUEST TO YOUR PROPERTY MANAGER'S OFFICE.

Resident Signature: _____ **Date:** _____ **Management Signature:** _____ **Date:** _____

Note: After signatures, Property Manager must make two copies of this request so the resident can retain a copy for their records.

This is an important notice. Please have it translated.
 Este é um aviso importante. Queira mandá-lo traduzir.
 Este es un aviso importante. Sirvase mandarlo traducir.
 ĐÂY LÀ MỘT BẢN THÔNG CÁO QUAN TRỌNG
 XIN VUI LÒNG CHO DỊCH LẠI THÔNG CÁO ẤY
 Ceci est important. Veuillez faire traduire.

本通知很重要。請將之譯成中文。
 នេះគឺជាជំនាញសំខាន់ណាស់ សូមមេត្តាបកប្រែជូនផង

