Second and Final Notice

[DATE]

[Applicant Name

Applicant Address]

RE: Home Accessibility and Repair Program (HARP) Wait List Update

Dear [Applicant Name]:

On [DATE], [CAA NAME] sent you a letter explaining we are in the process of updating the Home Accessibility and Repair Program (HARP) Wait List. We did not hear from you and are sending this second notice.

If you are interested in remaining on the Wait List, please complete the enclosed form and return it to:

[CAA Name]

[Attention: \_\_\_]

[CAA Address]

Please mail the completed form back to [CAA], or drop off in person at [CAA Name] office [CAA Office Address] no later than [Deadline Date]. If you need additional time to respond you will need to request a reasonable accommodation by contacting MaineHousing at 207-626-4600 or 800-452-4668 and select option 2 and then option 3 from the menu items or email EHSHousing@mainehousing.org.

If you do not return the completed form by the date listed in the paragraph above, your name **will be** **removed from the wait list**.

If you have any questions, please call us at [CAA phone number].

Sincerely,

[Signature]