**ATTACHMENT H-1B**: **DOCUMENT SUBMISSION/APPOINTMENT CONFIRMATION NOTICE**

[COMPANY LETTERHEAD]

[PHONE NUMBER]

[EMAIL ADDRESS]

[FAX NUMBER]

Date: \_\_\_\_\_\_\_\_\_\_

[APPLICANT'S NAME AND ADDRESS]

Re: [PROJECT NAME]

Log #: \_\_\_\_\_\_\_\_

Dear Applicant:

In regard to your application for an apartment at: [PROJECT ADDRESS],

this is a confirmation of the [DATE FOR YOUR **APPOINTMENT]** for further processing.  **or [RECEIPT OF YOUR DOCUMENTS]** **THIS** **IS ONLY A CONFIRMATION NOTICE. THIS IN NO WAY GUARANTEES AN APARTMENT.**

**CONFIRM AN APPOINTMENT**

An appointment to confirm your eligibility has been set up for your household*:*

**Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time: \_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Important** (eligibility appointments only):

* You must bring all documents for all household members to confirm your eligibility. Your application cannot be processed in full without ALL DOCUMENTATION.
* For eligibility appointments at least one adult from the applicant household must be present.
* Free interpretation services are available for your appointment. You may request interpretation in advance or at the time of your appointment. When the eligibility review begins, an over-the-phone service will be contacted to provide interpretation.
* If this box is checked, please complete the attached *Certification of Eligibility for Disability Set Aside Unit* form and bring it to the appointment. Remember that your medical professional must complete part of the form. (*Check box for Certification of Eligibility for Disability Set Aside Unit form)*

**IF YOU ARE UNABLE TO ATTEND**, PLEASE CONTACT US AT LEAST 24 HOURS BEFORE YOUR SCHEDULED APPOINTMENT AT:

**Phone:** [DEVELOPER/AGENT PHONE]

**Email:** [DEVELOPER/AGENT EMAIL]

We look forward to seeing you.

Sincerely,

[NAME]

Owner/Manager

**[INSERT OR ATTACH ENGLISH LIST OF REQUIRED DOCUMENTS]**