

## MEMORANDUM

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TO: Applicants and Tenants of HUD Subsidized Apartments

FROM: Lorraine Brooks, Property Manager

DATE: December 3, 2001

SUBJECT: Income Targeting

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A new directive from HUD has been issued stating that we must target people considered "Extremely Low Income." The income tables have been revised to include this income level.

The new rules require us to rent 40% of all Section 8 units that become available each year to extremely low income families. This means that an applicant on the waiting list who is considered extremely low income has priority over the person at the top of the waiting list (unless they are extremely low income as well). Only after all efforts have been exhausted, may the person at the top of the waiting list be contacted.

