

**400 Wayne Avenue, Dayton, Ohio 45410**

[**www.gdpm.org**](http://www.gdpm.org/)

**HOUSING CHOICE VOUCHER**

hcvprogram@gdpm.org

Main (937) 910-5400 • Fax (937) 910-5303

TDD 937-910-7570

**Greater Dayton Premier Management**

Enhancing Neighborhoods • Strengthening Communities • Changing Lives

**ADMINISTRATIVE | ADMISSIONS**

administration@gdpm.org

Main (937) 910-7500 • Fax (937) 222-3990

TDD 937-910-7570

Date

Tenant

Address

City, OH 45

Dear Valued Resident:

 While reviewing your tenant file it was noticed that you have not completed the required community service hours mandated by HUD. Community Service for non-exempt family members is required by HUD and Greater Dayton Premier Management has to operate its housing programs based on HUD regulations. It is very important that you adhere to the guidelines regarding community service.

 **The good news is that we can offer you chance to catch up on your community service.** You will need to sign the enclosed community service deficient hour’s agreement and return in enclosed envelope **ONLY within 7 days**. Once you sign the community service agreement you will have one year in which to submit any past due community service hours. You must still complete the current hours of 8 per month by submitting the tracking logs to your site office on a monthly basis. **The failure to enter into this community service agreement may result in eviction actions initiated against you.** Please call me with any questions.

Sincerely,

Andy Honnert

Asset Management Specialist

Wilkinson Plaza

Phone: 937-222-4207

Fax: 937-222-7668