**ATTACHMENT H-5**: **LOW PRIORITY NOTICE**

[COMPANY LETTERHEAD]

[PHONE NUMBER]

[EMAIL ADDRESS]

[FAX NUMBER]

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

[APPLICANT'S NAME AND ADDRESS]

Re: [PROJECT NAME]

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

Dear Applicant:

Thank you for your application to this project.

Based on the information contained in your application, your application has been assigned a low priority on the lottery log for the following reason:

\_\_\_ 1. You are not presently a New York City resident. This program gives

preference to current NYC residents. Applicants who are not NYC residents will be set aside for future consideration if there are any remaining units.

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\_\_\_ 2. There were changes to your income after your eligibility appointment, which affect

the size and/or income level of the unit for which you were in process.

\_\_\_ 3. There were changes to your household composition after your eligibility

appointment, which were not due to an extenuating circumstance.

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\_\_\_ 4. Other:

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If you have additional information which you feel would entitle you to appeal this determination, you may contact this office within ten (10) business days from the postmark or sent-date of this notice in writing to request a review.

**Your appeal must include a written explanation of why you believe your application was rejected in error and documentation to support your explanation.** Please include copies of the following with your response letter:

* A copy of this notice
* Any documents and/or information related to your appeal supporting your explanation

Please note we are unable to consider appeals that do not include complete explanations and supporting documentation.

Sincerely,

[NAME]

Owner/Manager

[INSERT PAGE BREAK]

[INSERT ATTACHMENT Z]