

90-DAY LEASE RENEWAL & U.S. CITIZENSHIP/LEGAL STATUS VERIFICATION NOTICE

Date: _____

Property Name: _____

Tenant Name(s): _____

Unit Number: _____

Lease Expiration Date: _____

Dear Resident(s),

As we approach the expiration of your current lease term on _____ we want to thank you for choosing to make your home with us.

We are contacting you **90 days prior to your lease expiration** regarding a mandatory federal and state regulatory requirement that affects your upcoming lease renewal.

Why Is This Check Required?

Our property receives federal funding and is monitored by the Texas Department of Housing and Community Affairs (TDHCA). Under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), TDHCA requires that all lease signers residing in federally assisted housing developments must be confirmed as U.S. Citizens or Qualified Aliens to remain eligible for housing assistance.

How is this Check conducted?

To satisfy this requirement, management is required to confirm U.S. Citizenship through documentation or to verify immigration status through the use of the Systematic Alien Verification for Entitlements (SAVE) system for each person signing the lease. SAVE is an online service for staff to verify immigration status or naturalized or derived U.S. Citizenship against records contained in immigration databases. It is administered by the U.S. Citizenship and Immigration Services (USCIS).

What You Need to Do

To process your lease renewal smoothly and prevent any disruption to your housing eligibility, please submit acceptable documentation proving citizenship or lawful immigration status to the management office within **fourteen (14) days** of receiving this notice.

Acceptable documentation includes, but is not limited to:

- U.S. Passport or Passport Card
- Certified U.S. Birth Certificate

- U.S. Certificate of Naturalization (Form N-550 or N-570)
- Permanent Resident Card / "Green Card" (Form I-551)
- Employment Authorization Document (EAD) (Form I-766)
- Machine-Readable Immigrant Visa (with temporary I-551 language)
- Arrival/Departure Record (Form I-94) showing eligible status

Management will only use these documents to confirm your citizenship or to verify your status through the federal SAVE system. All information will be handled confidentially and in strict compliance with federal privacy laws.

Attestation Form (attached)

Each person signing a lease must also sign an Attestation Form that to his/her knowledge there will be no occupants in the Unit that would be required to be included on the lease that do not have U.S. Citizenship or Qualified legal status under PRWORA and therefore would not be eligible to reside in the Unit.

Important Notice

Failure to provide the requested documentation or a failure to confirm U.S. Citizenship or Qualified legal status through the SAVE system or failure to sign the Attestation Form will result in the **denial of your lease renewal request** as mandated by TDHCA guidelines.

If you have any questions regarding the documentation required or the citizenship/legal status verification process, please contact the management office immediately at [Property Phone Number] or via email at [Property Email Address].

Thank you for your prompt attention to this matter and for your continued cooperation.

Sincerely,

Property Management Team

Property Name/Management Company

Contact Information