**[PROJECT SPONSOR/OWNER LETTERHEAD]**

[Date of Notice]

**NOTICE TO ALL TENANTS**

[Borrower Name] has applied to the San Francisco Mayor’s Office of Housing and Community Development (“MOHCD”) for tax-exempt financing to purchase and make improvements to [Current Project Name]. These improvements will include [List Improvements].

[Borrower Name] is controlled by the same owners as [Project Sponsor/Owner Name]. This financing will not, by itself, cause any residential tenants to be evicted and will not cause those tenants’ rents to increase by more than [Percentage Change in HUD AMI for the Applicable Year] in [Year of Closing] or more than the percentage change in area median income, as determined by the U.S. Department of Housing and Urban Development, in any future year.

MOHCD will hold a public hearing to provide an opportunity for anyone to express their views, either orally or in writing, regarding the proposed financing or the proposed improvements. **This hearing will take place on [Day], [Date] at [Time], in the Mayor's Office of Housing and Community Development, 1 South Van Ness Avenue, 5th Floor, San Francisco, CA 94103.** A public notice regarding this hearing was published in [Publication Name] on [Publication Date]. A copy of that noticed is attached to this document.

If you have questions about the proposed financing, proposed improvements, or the upcoming hearing, you may contact any of the following people:

* [MOHCD Program Manager Name], [Phone Number], [Email Address]
* [MOHCD Project Manager Name], [Phone Number], [Email Address]
* [Project Sponsor/Owner Contact Name 1], [Phone Number], [Email Address]
* [Project Sponsor/Owner Contact Name 2], [Phone Number], [Email Address]

You may also appear in person at the hearing described above or submit written comments to the City, which must be received prior to the hearing, at the following address:

Mayor's Office of Housing and Community Development

Attention: [Program Manager Name]

1 South Van Ness Avenue, 5th Floor

San Francisco, CA 94103