



Clarksville Housing Authority

605 Lucas Street • Clarksville, Arkansas 72830
Phone: (479) 754-3564 • Fax: (479) 754-3963

July 1, 2023

Annual Re-exam Notice/Worksheet

Dear Tenant:

The Housing Authority is in the process of doing annual re-examinations of income and rent calculation. The time scheduled for your review is:

August _____, 2023, at _____:_____.

Our re-exams are scheduled every 30 minutes, so it is important that you provide **ALL** information that applies to you at the time of your re-exam.

OR

If this time is not convenient for you, please drop your information off (in an envelope) at the drop box located on the west side of the building (Employee Entrance) before the date of your re-exam. You may sign at a later, but before August 30, 2023 (call ahead to schedule).

It will speed up the review process if you will complete the information blanks below and bring verification of each with you at your re-examination time. Verification forms are available in the CHA office.

Income from Employment _____
(From all sources. For next 12 months. If this is not possible, the last 12 months can be used.)

TEA _____

Child Support _____

Other Income or Support _____

Child Care Expense _____

(How much and who to with phone number, address and social security number verified in writing. A form is available in the office upon request.)

We will need to verify the amount of assets, if any, such as checking accounts, savings, certificates, property, etc.

Any other source of income not listed above must also be considered, and we need this information for each member of the family.

Please come at the exact time scheduled for you. We will try to keep as close to our schedule as possible.

Failure to meet this lease requirement will result in the termination of your lease. Thank you for your cooperation.

Sincerely,

Angie Holland
Project Manager