



REQUEST FOR AN INFORMAL CONFERENCE

ATTENTION: *Diane Guerra*

CLIENT INFORMATION	
Client Name (<i>print</i>): _____	Date: _____
Last 4 of SSN: _____ Email Address: _____	
Home Telephone: _____ Work Telephone: _____	
Current Address: _____	
City: _____ State: _____ Zip Code: _____	

I hereby request an informal conference because I disagree with SAHA's decision regarding the determination:

- Of my annual or adjusted income and the use of such income to compute the housing assistance payment.
- Of the appropriate utility allowance for tenant-paid utilities from SAHA's utility allowance schedule.
- Of my family unit size under SAHA's subsidy standards.
- That my family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the SAHA's subsidy standards, or SAHA's determination to deny my request for an exception from the standards.
- That my family failed to report income which resulted in an overpayment of Housing Assistance Payments by SAHA

By signing below, I certify that the information above is true and complete. I understand that I must submit any evidence to SAHA at least one day before my scheduled conference date. I also understand that I may request to review and/or make copies of documents in my SAHA file up to one business day before my scheduled conference date.

Applicant Signature

Date

SAHA will notify you of the outcome of this request within 10 business days from the date of the conference.

FOR OFFICIAL USE ONLY			
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	By: _____	Date: _____
Hearing/Review Date Scheduled for Date: _____		Time: _____	



The following person has been designated to coordinate compliance with the nondiscrimination requirement contained in HUD's regulations implementing Section 504: **Michaëlle Finch, 818 S. Flores, San Antonio, Texas 78204.**

SAHA
818 S. Flores St.
San Antonio, TX 78204
210.477.6000 | saha.org

