

PROCEDURE REFERENCE : FmHA Instruction 1965-E.

PURPOSE : Use as a Letter of Priority Entitlement.

UNITED STATES DEPARTMENT OF AGRICULTURE  
 FARMERS HOME ADMINISTRATION  
 (Location)

DATE:

SUBJECT: LETTER OF PRIORITY ENTITLEMENT (LOPE) FOR  
 (Name)  
 (Address)

TO: OWNERS OF FARMERS HOME ADMINISTRATION (FmHA)  
 FEDERALLY SUBSIDIZED HOUSING:

The above-named tenant is currently living in an FmHA Section 515 multi-family housing project for which the owner has received authorization to prepay. Accordingly, the tenant is entitled to priority placement on the waiting list of any Section 515 rural rental housing project which has units that (he/she/they) is/are eligible to occupy. There is no geographic limit on this entitlement. This letter may also serve to give the tenant preference in non-FmHA projects and rental programs served by the Department of Housing and Urban Development (HUD) if the occupancy policy allows it.

The letter must be used within 60 days from the above date to give the holder priority placement on your waiting lists. The only other tenants who may receive priority over this tenant are those who have already entered your waiting list with a letter similar to this one, or handicapped tenants who need the particular design features of a vacant unit. The above family is to remain in this position on your waiting list until they receive a unit or the list is purged in accordance with an FmHA-approved policy. After 60 days, they may continue to be placed on waiting lists for units for which they are eligible, but without priority. Please note that this priority places the tenant at the top of all waiting lists in your project, regardless of other priorities (such as income) and eligibilities for unit-size so long as your project has at least one unit, presently occupied or not, for which the applicant is eligible. If the applicant occupies a unit for which size or type the applicant is not eligible, the lease must read that the tenant will move to the first appropriate unit available.

If this tenant is receiving Rental Assistance (RA) at the prepaying project, (he/she/they) will continue to receive RA at your project if it is a project operating under Plan II of the Section 515 program. If you do not have a unit of unused RA to assign to this tenant, you will be allocated one unit for this purpose.

If the current security deposit is returnable to the tenant, but has not been released to the tenant by the date of the move, it should be assigned directly to you by the prepaying project if allowed by the laws of the State. Otherwise you may have to wait to receive the security deposit until it is returned to this tenant.

Tenant Data:

Composition of Family: \_\_\_\_\_  
Family/Elderly/Handicapped \_\_\_\_\_  
Unit-Size Eligibility \_\_\_\_\_  
Last Verified Income \_\_\_\_\_ as of \_\_\_\_\_  
RA \_\_\_\_\_  
Section 8 Voucher or Certificate \_\_\_\_\_  
Current Security Deposit \_\_\_\_\_

If you have any questions, please contact your local FmHA Servicing Office or the Servicing Office at the address below:

\_\_\_\_\_  
Servicing Official

(NOTE: The tenant should duplicate this letter for use for all FmHA projects at the which the tenant wishes to receive priority for housing.)