

DESCRIPTION OF DISTRIBUTION

[Please note: This form is *optional* and is provided as a tool to facilitate the required description of how the notice to tenants was distributed. Complete *either* the top or bottom portion.]

**This Project has no more than 4 floors.**  Yes  No

Project Name:  
Contract Number: MN46  
Date of Distribution:

By signing below, I certify that a notice in accordance with 24 CFR 245.310 was distributed 30 days before submission of a request to **increase rents or decrease the utility allowance** at the above-named project. This means that the notice was directly delivered to each unit in the project or mailed to each tenant.

Print Name and Title:  
Signature: \_\_\_\_\_  
Date:

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**This Project is a high-rise building (5 or more floors).**  Yes  No

Project Name:  
Contract Number: MN46  
Date of Distribution:

By signing below, I certify that a notice in accordance with 24 CFR 245.310 was distributed 30 days before submission or posted for a period of 30 days before submission of a request to **increase rents or decrease the utility allowance** at the above-named project. This means that the notice was posted in at least three conspicuous places within each building in which the affected dwelling units are located and, during any prescribed tenant period, in a conspicuous place at the address stated in the notice where the materials in support of the mortgagor's proposed action are to be made available for inspection and copying. Posted notices were maintained intact and in legible form during any prescribed notice period. **-OR-** The notice was directly delivered to each unit in the project or mailed to each tenant.

Print Name and Title:  
Signature: \_\_\_\_\_  
Date: