



United States  
Department of  
Agriculture

## Rural Development

*"Improving the Quality of Life for Rural Montana"*

P.O. Box 850  
Bozeman, MT 59771  
(406) 585-2518  
(406) 585-2565 FAX  
(406) 585-2562 TDD

March 12, 2004

**\*\*\*IMPORTANT\*\*\***

### ATTENTION: RRH PROJECT MANAGEMENT AGENTS & OWNERS

#### MT AN 210 – Zero Income Tenants

This Administrative Notice (AN) provides guidance to Housing Programs staff and Multi-Family Housing project owners and managers on the required documentation for zero income tenants. The intended outcome is to reduce opportunities for fraud, waste and abuse of rental assistance. Please be sure to read the enclosed AN. Effective immediately, when you certify or recertify a zero income tenant, you must complete Attachment A of MT AN 210 and submit it along with Form RD 1944-8 to the state office. If you are electronically transmitting you must still fill out the form and place it in the tenant file, but you do not need to send it to the state office

#### Income Limits

There are new income limits, effective 03/08/04, available for your use. The updated income limits may be obtained from the USDA Rural Development website at <http://www.rurdev.usda.gov/>

#### Rental Assistance

Please be advised we are auditing unused Rental Assistance in the state of Montana. Please review your tenant records to make sure all eligible tenants are receiving Rental Assistance available to the project. Rental Assistance transfer letters will be sent out shortly.

**If you have any questions, contact the Multi-Family Housing Servicing Section at (406) 585-2518.**

Sincerely,

DEBORAH CHORLTON  
RHS Program Director

Enclosure

