

**Notice of Intent to Deny Admission to Public Housing
Due to Criminal Records**

August 4, 2016

Mary Jo Conner
4141 Forest Ave #B
Hillville, NY 00293

Head of Household: Mary Jo Conner
Adult Household Member (subject of record): Joe Conner

Sky County Housing Authority (SCHA) intends to deny your application for admission to public housing based on criminal record database(s).

You signed a consent form authorizing the release of criminal records to SCHA. A copy of that consent form, signed by you, is enclosed.

SCHA has obtained criminal record information showing that the adult household member named above was involved in a crime that constitutes grounds for denial of admission. This is SCHA's notification of its intention to deny admission based on this information. Enclosed is a copy of the criminal record upon which SCHA is making its determination to deny admission.

In compliance with 24 Code of Federal Regulations (CFR) §5.903, you have the right to dispute the accuracy and relevance of these records. You may use the form on the back of this page to dispute. If you do not contact us within 10 business days to dispute the accuracy and/or relevance of the records, SCHA will send you a notice of denial. You will then be informed of your right to appeal, with instructions on how to do so at that time.

If you have any questions or require special assistance concerning this notice, please contact us at 810-498-8800 ext. 101, or TDD at 800-430-2999.

Sincerely,

Signature of SCHA Official

Date

Title of SCHA Official

REQUEST FOR A REVIEW TO DISPUTE CRIMINAL RECORDS

I am requesting a review with SCHA to dispute the accuracy and/or relevance of the criminal records sent to me.

Signature of Head of Household: _____ Date: _____

Signature of Adult Household Member,
(if other than Head of Household): _____ Date: _____