



QUANTUM
REAL ESTATE MANAGEMENT, LLC

301-941-8040 – Telephone
301-941-8182 – Fax
1-800-735-2258 - TDD

5101 River Road, Suite 101
Bethesda, Maryland 20816

Thank you for contacting the property management staff to report a reduction in your household income caused by the public response to the risk of contracting the Corona virus. **Attached is an Interim Recertification Change Form that should be completed clearly noting any and all changes in the household.**

Please provide the Interim Recertification Questionnaire and any required documentation, noted below, within 10 (ten) business days.

If you have experienced a reduction in income, please bring or email notification that your employment and income have been suspended. If the notification includes Personally Identifiable Information (Social Security Numbers, etc.), make sure information is encrypted and password protected. If your employment has been terminated, please provide documentation from your employer indicating the effective date of the termination/reduction.

Be sure to gather and provide any paperwork associated with employment income, unemployment income, gifting income including donations to Go Fund Me or like accounts or any other income received by family members.

If your child care expense has increased, please provide new documentation from the child care provider showing increased weekly or monthly expenses.

You are welcome to leave a completed copy of the IR change form and other required documents in the secure property drop box at your property during regular business hours.

If you prefer, you may also scan or provide photo copies of signed forms and email them to the appropriate property manager. Be sure to encrypt and password protect any documentation that you submit electronically.

If you cannot provide the documentation as required, or if you need assistance, please notify property staff by phone or email and we will work to assist you. The more quickly we get the information, the more quickly we can process your new certification and calculate new rent (if applicable).

Once we receive all required documentation, we will contact you via phone or email. We will prepare a copy of your new 50059 certification and let you know if your Tenant Rent has changed.

Until we complete your new certification, you are still required to pay the current Tenant Rent. However, if this becomes a burden, let us know and we will make allowances including, but not limited to, waiving any late fees.

All adult household member must sign and date the HUD Form 50059 certification and return it to the management office. If you prefer, we can submit the HUD Form 50059 certification without your signatures. Please let us know if that is the case. At some point in the future, you will be required to report to sign the HUD Form 50059 certification and all other required forms. We will provide you with notification when signatures are required.

As long as you report in a timely manner, any rent decrease will be effective the first of the month following the change. This means that, if the reduction occurred in March, your new rent will be effective April 1, etc.

As always, we make every effort to ensure that you continue to receive housing assistance so that you can enjoy your home in our community. If you have any questions at all, please feel free to call the site office. We look forward to hearing from you.



CHANGE REQUEST FORM

****Remember that any and ALL household income must be reported****

For Office Use Only

Date _____

Received _____

Staff Member _____

Initials _____

NAME: _____

ADDRESS: _____

PHONE #: _____

Reason for Request:

Income: _____ Increase _____ Decrease

Type of Income: _____ Employment _____ Social Services _____ SS/SSI
_____ Child Support
Other _____

Please provide name, address, and phone number of Employer, etc.

Change in Household:

_____ addition (*marriage, baby, etc.*) _____ Removal

Childcare: *please provide name, address, and phone number of provider*

_____ change _____ request

Additional comments/information:

Documents Left with Management:

_____ marriage certificate

_____ birth certificate

_____ death certificate

_____ bank statements

(6 required for checking accounts)

Other _____

_____ SS/SSI statement

_____ paystubs *(6-8 required)*
