

Annual Renewal for
JUNE 1, 2017

Annual Renewal sent out BEFORE
January 1, 2017 to be returned by **January 31, 2017**

Is it returned by January 31, 2017?

Nothing is received

NO

YES

All required verification is received

Package returned with *missing information*.
Send out missing Information letter by February 15, 2017 to be returned for **February 28, 2017**

NO

YES

Is it returned by February 28, 2017?

YES

NO

Calculate rent and send Rent Change letter

Send out 90 day loss of subsidy letter before **March 1, 2017** to remove subsidy for **June 1, 2017**



Is all documentation received within the next 89 days?

Remove Subsidy – charge full market rent for June 1, 2017

NO

YES

Calculate rent and send Rent Change letter