*3% Priority /**DMH/DDS Set-Aside Verification Letter (TEMPLATE 9/3/20)*

[Letterhead]

[Property Management Company]

[Property Address]

[date]

Dear [Property Mgmt Representative],

I’m writing to confirm and support the application for a **3% Priority or DMH/DDS Set-Aside** apartment for **[Applicant’s Name]**. [Applicant] is eligible for and does receive services from the [Agency] [Local Office]; this housing application has full [Agency] support.

[Name of Applicant]’s [Job Title] is [Name of Staff Contact] from [Agency Local Office or Service Provider]. They can be reached at [phone] or [email]. In addition, if [Staff] isn’t available, I can be reached at [phone] or [email] and can also serve as a contact. A Release of Information is enclosed.

Thank you for this opportunity.

Sincerely,

[Name of Local/Regional Agency Contact]

[Title]

Enclosure: Release of Information

Cc: [Name of Staff Contact]