Model Letter Requesting Additional Information from Applicant with a Qualifying Justice Involvement

Re: [Insert Project Name]

Dear [Resident Name]:

Thank you for your application for an apartment at [Insert Project Name]. As a result of a routine background check that is conducted on all applicants, we understand that you have a criminal conviction that involved physical danger or violence to persons or property or that adversely affected the health, safety and welfare of other people. In order to evaluate your eligibility for housing at [Insert Project Name], we require some additional information. More information on the relevant policy can be found here: [https://hcr.ny.gov/marketing-plans-](https://hcr.ny.gov/marketing-plans-policies#credit-and-justice-involvement--assessment-policies) [policies#credit-and-justice-involvement--assessment-policies.](https://hcr.ny.gov/marketing-plans-policies#credit-and-justice-involvement--assessment-policies) THIS IS ONLY A REQUEST TO PROVIDE ADDITIONAL INFORMATION. THIS IS NOT A DENIAL OF YOUR APPLICATION.

Please provide the following information to us no later than 14 business days following the postmarked date of this notification. *None of this information is required.* They are examples of information you could provide in order to conduct an assessment of your eligibility*.*

* Certificate of Relief from Disabilities or a Certificate of Good Conduct from the Department of Corrections.
* Evidence of participation in alcohol or drug treatment, if applicable.
* Evidence of participation in any other kind of rehabilitative program.
* Evidence of employment following conviction or release from incarceration, or, if no employment, evidence of productive use of time (e.g., community engagement or volunteer work).
* Evidence of history of good tenancy.
* Letters of recommendation from members of the community (indicating relation of the writer to the applicant).
* Any other evidence of rehabilitation that may be relevant.

The information may be sent to us in hard copy at [Insert street address where information can be sent] or via email at [Insert Email Address]. More information about your rights under this policy are available here: https://hcr.ny.gov/kyr-info-criminal-convictions.

Sincerely,