

**ATTACHMENT A**

**SAMPLE NOTICE OF DEFAULT OF THE HOUSING ASSISTANCE PAYMENTS  
(HAP) CONTRACT AND COMPLIANCE, DISPOSITION AND ENFORCEMENT  
(CDE) PLAN**

[HUD office letterhead with address]

[Date]

**CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

[Owner's representative name]

[Owner's name]

[Owner's address]

**SUBJECT:** Notice of Default of the Housing Assistance Payments (HAP)  
Contract and Compliance, Disposition and Enforcement Plan  
Project Name: [Project Name]  
Project Location: [Project City/Town]  
HAP Contract Number(s): [HAP #(s)]  
iREMS Number: [iREMS #]

Dear [Owner's representative name]:

This letter constitutes formal notice by the Secretary of the United States Department of Housing & Urban Development ("HUD"), that [Owner's name], ("Owner"), owner of [Project's