



Missouri State Assistance for Housing Relief Appeal Policy

The Missouri Housing Development Commission (“**MHDC**”) hereby notifies all beneficiaries of the Missouri State Assistance for Housing Relief Program (“**SAFHR**”) of their rights established by the following State Assistance for Housing Relief Appeal Policy (“**Appeal Policy**”):

Any landlord or tenant participant submitting an application for assistance under the SAFHR (“**Applicant**”) may appeal any initial determination that denies or limits eligibility of the Applicant under the SAFHR (“**Initial Determination**”). The Initial Determination shall include the basis for any denial or limitation of the Applicant under the SAFHR.

Applicant must submit a written appeal (“**Appeal**”) within thirty (30) days of receipt of Initial Determination to mo.safhr@mhdc.com. Applicant has the right to request the Appeal be reviewed by a person other than such person who made the Initial Determination and such request shall be made in the Appeal. The Appeal must also include all applicable supporting documentation to address the basis provided for denial or limitation under the Initial Determination. The person conducting the Appeal review may, but is not required, to request additional information from the Applicant in support of the Appeal.

MHDC reserves all rights granted it by the Applicant under the Application and related authorizations. MHDC will inform the Applicant in writing of the final decision regarding eligibility of the Applicant (“**Final Determination**”) and basis for the decision within ten (10) days of the Final Determination. The Final Determination is not subject to further appeal.

I certify that I have read and understand the Appeal Policy.

By: _____

Print Name: _____

Date: _____