



We Strive to Enhance Lives,  
Build on Strengths and  
Create Community.

To: All Public Housing Residents  
From: Louisville Metro Housing Authority  
Subject: Decreased Income  
Date: April 14, 2020

If you are unable to pay your rent as a result of the adverse effects of **COVID-19**, please contact LMHA immediately. This notice is to advise that should you or any member of your household experience a decrease in income (temporary or permanent), you should report this information to LMHA immediately.

**We are requesting that you DO NOT come to the office to report your change in person.**

**Please report your changes by calling your Property Management Office**

Your Housing Services Specialist will need the following information to process your change:

- Verification of income decrease (letter from employer or other source of income provider)
- Verification of unemployment benefits (if you are no longer employed, you must apply for benefits)

Enclosed in this notice is a Client Self Verification Affidavit to be completed by you. This affidavit will serve as temporary means of verification of your decrease in income until the information can be officially verified by a third-party.

For information on applying for unemployment insurance visit <https://kcc.ky.gov/Pages/default.aspx>

**420 South Eighth Street, Louisville KY 40203 | Main: (502) 569-3400 | Fax: (502) 569-784**



**Notice of Right of Reasonable Accommodation:** If you or someone else in your household has a disability – and as a result of this disability, this person needs a reasonable accommodation in order to participate fully in the Public Housing Program - please contact the Housing Authority to discuss accommodation options.