

**ATTACHMENT 3**

**OWNER'S CERTIFICATION AS TO COMPLIANCE WITH TENANT COMMENT PROCEDURES IN 24 CFR 245**

Project Name \_\_\_\_\_

FHA or Contract Number. \_\_\_\_\_

Acting on behalf of \_\_\_\_\_ the ownership entity, I certify that project management has taken all of the actions listed below:

1. Distributed a Resident Notification in the form and manner required by 24 CFR 245;
2. Took reasonable steps to assure that any posted Notices remained intact and in legible form for the full comment period required by 24 CFR 245;
3. Made all materials submitted to the local HUD office concerning the proposal available during normal business hours, in a place that was reasonably convenient to the residents, which reside in the property.
4. Honored any request made by the residents or their authorized representatives to inspect and/or copy those materials;
5. Reviewed and evaluated all comments received from the residents or their authorized representatives; and
6. Prepared and submitted to the local HUD office, a written evaluation of the comments.

I also certify that to the best of my knowledge, all information submitted concerning the conversion of units is true, correct and complete.

**Warning: 18 U.S.C. 1001 provides, in part, that whoever knowingly and willingly makes or uses a document or writing containing any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States shall be fined not more than \$10,000 or imprisoned for not more than 5 years, or both.**

Signed by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date