

Sample Registration Letter

Blue Meadow Homeowners Association
123 Blue Meadow Drive
Boca Diaz, FL 33333

July 22, 2010

FLORIDA COMMISSION ON HUMAN RELATIONS
2009 APALACHEE PARKWAY, SUITE 100
TALLAHASSEE, FLORIDA 32301

Dear Sir or Madam:

I am the president of the Blue Meadow Homeowner Association. This letter is being sent to Commission, along with a check in the amount of \$20.00, in order to register our community as “housing for older persons.”

We have conducted an initial survey that shows that at least 80% of the occupied units are occupied by at least one person 55 years of age or older. We have also adopted and adhere to rules and procedures that demonstrate our intent to be housing for older persons. In addition, we will comply with the rules made by HUD pursuant to 24 CFR part 100 for verifying occupancy and establishing procedures for updating the occupancy information.

We will permanently maintain copies of the surveys, driver licenses, and other documentation in our files. We understand that we do NOT have to provide copies of this documentation to the Commission at this time.

We will also renew this registration once every two years.

If you have any questions concerning this letter, please contact me at (XXX) XXX-XXXX.

Sincerely,

John Smith
President
Blue Meadow Homeowner Association