## **OWNER'S NOTIFICATION OF APPEAL**

Directions: Property owners shall submit this form via the Procorem work center when seeking to appeal an action or decision made by Kansas Housing Resources Corporation (KHRC). Only owners may seek an appeal through this process. Appeals must be received within 30 days of the date of Notice of Noncompliance, issuance of a violation fee or action by KHRC to place an owner in "not in good standing" status.

|   |             | 1                   |
|---|-------------|---------------------|
| Property Name and Address:  |             | Procorem #:         |
|   |             |                     |
| Ownership Name:   |             | Date of Submission: |
| Ownership Ivame.  |             | Date of Submission. |
|   |             |                     |
|   |             |                     |
| 1. Does the owner have legal representation? If yes, list contact information here:   |             |                     |
|   |             |                     |
|   |             |                     |
|   |             |                     |
| 2. Identify the reason for the appeal. Be as specific and detailed as possible and attach additional pages as   |             |                     |
| necessary. Appeals should include all back-up and support documentation the owner has at his/her disposal   |             |                     |
| so KHRC can make an informed decision. Also be sure that we have current and updated addresses, telephone numbers and email addresses for appropriate owner contacts. KHRC will respond in writing                                  |             |                     |
| with a decision in 30 days of receipt of an appeal.   |             |                     |
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|   |             |                     |
|   |             |                     |
|   |             |                     |
| Owner/Agent's Printed Name  | Signature   | Date                |
|   |             |                     |
| Contact Phone #   | Contact FAX | Email Address       |
|   |             |                     |
|   |             |                     |
| <b>Note:</b> Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statement or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction. |             |                     |
|   |             |                     |
| State Agency Use Only   |             |                     |
|   |             |                     |
| Director, Housing Compliance Division   |             | Date                |
| Ditter, Housing Compilation Division  |             |                     |