

Chapter 7 Part 3 Form 3

**Shelton Housing Authority
306 C Street, PO Box 73
Shelton, NE 68876**

**NOTICE OF INFORMAL HEARING ON TENANT'S OR APPLICANT'S GRIEVANCE
OR COMPLAINT**

Date: _____

Dear _____:

You have requested an informal hearing (see attached request).

This Informal Hearing is scheduled for the _____ day of _____, 19____, at _____, at The Shelton Housing Authority Community Room. You are free to bring any information, documents, or witnesses to support your case, and you may bring an attorney or other representative.

If you are not satisfied with the result of the Informal Hearing, you will be able to request an impartial hearing before the Grievance Panel. Information on how to request a Grievance Panel Hearing will be provided to you with the Informal Hearing decision.

If you fail to notify the Informal Hearing Officer in writing of a request to postpone the hearing within 24 hours of the time of the scheduled Informal Hearing, the Informal Hearing Officer will make a determination that you have waived your rights to the Informal Hearing and the Grievance Panel Hearing.

Your right to a hearing does not stop you from exercising other rights if you believe that you are being discriminated against on the basis of race, color, religion, sex, marital status, national origin, handicap, or age.

An Informal Hearing will be held within ten (10) working days of your request.

Sincerely,