This process is available to appeal an adverse determination made by the Department of Health and Human Services.

I am appealing a decision made by ND Rent Help. **APPEAL OF:** Select One: Applicant Landlord Name Telephone Number State Address City ZIP Code STEP 1: ATTACH THE NOTICE THAT YOU ARE CONTESTING. STEP 2: EXPLAIN THE ERROR THAT YOU CLAIM WAS MADE. Attach additional sheets if needed. Complete this part only if you will have someone such as an attorney, relative or other person of your choosing, assist you in your appeal. By checking this box I am authorizing the person listed below to assist me with my Appeal. Name of Authorized Person Telephone Number Address City State ZIP Code

**STEP 5:** Transmit this Request for Hearing to Appeals Supervisor, Department of Health and Human Services, 600 E. Boulevard Ave., Dept. 325, Bismarck, ND 58505-0250; fax number (701) 328-2173; email: dhslau@nd.gov or deliver to your local Human Service Zone Office. The method of transmittal must follow the program rules.

Date

STEP 4: SIGN AND DATE:

Signature