Notice of Termination of Tenancy

Date
Tenant Name
Tenant Address
Dear,
You have been violating your lease agreement and the legal responsibilities as a tenant at the above address by:
You are being given 30-days in which to move, your lease is being terminated. WITHIN 30 DAYS after the service on you of this notice, you are required to QUIT, AND DELIVER UP THE POSSESSION OF THE ABOVE MENTIONED PREMISES.
FORFEITURE OF PREMISES TO BE MADE ON OR BEFORE
Remaining in the unit on the termination date specified in this notice may result in the owner seekin to enforce the termination in court, at which time you may present a defense. If you wish to discuss this matter, you may do so within 10-days. The 10-day period begins the later of the date the first class letter is mailed or the date the notice is delivered to the unit. You have the right to legal action
Delivery Made By: U.S. Mail: Date Mailed Posting at Residence: Date Posted
Personal Service: Date Served Leaving with person of suitable age residing at the residence. Date Served
Management Signature Date

As required in the HUD Occupancy Handbook 4350.3 REV-1, all individuals with disabilities have the right to request reasonable accommodations. Reasonable accommodations are changes, exceptions, or adjustments to a program, service, building, dwelling unit, or workplace that will allow a qualified person with a disability to: participate fully in a program; take advantage of a service; live in a dwelling; or perform a job. To show that a requested accommodation may be necessary, there must be an identifiable relationship, or nexus, between the requested accommodation and the individual's disability. A reasonable accommodations/modifications request should to be brought to the attention of the property manager, so reasonable actions can be taken.



<u>Instructions to Owner/Management Agents: (Termination of Tenancy)</u>

Refer to HUD Occupancy Handbook 8-13 B. 3. 4.

Manner of service for Section 236, Section 221(d)(3) BMIR, Rent Supplement, Section 202/8, Section 202 PAC, Section 202 PRAC, Section 811 PRAC, Section 8 Loan Management Set-Aside, and Section 8 Property Disposition Set-Aside.

The notice must be served by:

Sending a letter by first class mail, properly stamped and addressed and including a return address, to the tenant at the unit address; and

Delivering a copy of the notice to any adult person answering the door at the unit. If no adult answers the door, the person serving the notice may place it under or through the door, or affix it to the door.

The date on which the notice is deemed received by the tenant is the later of:

The date the first class letter is mailed; or

The date the notice is properly given.

Service of the notice is deemed <u>effective</u> once the notice has been both mailed and hand delivered.

Manner of service for all other Section 8 programs.

The manner of service will be in accordance with the provisions of state and local laws.