

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

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 effective 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.