



Rental Assistance Office
 174 South Common Street
 Lynn, MA 01905
 781-581-8700

INSTRUCTIONS FOR NOTIFYING YOUR LANDLORD OF YOUR INTENT TO MOVE

1. You must MAKE AN APPOINTMENT WITH YOUR CASE WORKER concerning your request to move.
2. You are required to GIVE YOUR LANDLORD NOT LESS THAN 30 DAYS WRITTEN NOTICE or 1 FULL CALENDAR MONTH'S NOTICE sent by CERTIFIED MAIL. The NOTICE should STATE THE TERMINATION OF THE LEASE (date you intend to move) is to take effect "on the last day of the month following the 30 days written notice" (example – Letter to the landlord must be received before March 1st if you want to move March 31st).
3. A COPY of your NOTICE to the landlord and the CERTIFIED MAIL RECEIPT from the Post Office (see below) MUST BE PROVIDED to the Lynn Housing Authority & Neighborhood Development (LHAND).
4. All moves are done on the FIRST OF THE MONTH.
5. If your LANDLORD AGREES to let you BREAK YOUR LEASE or move with LESS THAN A 30 DAY WRITTEN NOTICE, YOU AND YOUR LANDLORD must SIGN A "MUTUAL TERMINATION" OF LEASE AND HAP CONTRACT FORM.
6. A REQUEST FOR TENANCY APPROVAL must then be OBTAINED FROM YOUR CASE WORKER.

THIS IS AN EXAMPLE OF THE CERTIFIED MAIL RECEIPT WE NEED TO SEE:



Helping to Build Stronger and Healthier Neighborhoods