



HCV PROGRAMS

INSTRUCTIONS FOR NOTIFYING YOUR LANDLORD OF YOUR INTENT TO MOVE

1. If you have lived in your current unit for over a year (12 months) you may be eligible to move, please contact your Case Representative. Reasons you may not be eligible to move: have not lived in current unit for the duration of your initial lease, pending program termination, currently not up to date with repayment agreement, pending eviction, not up to date with annual certification documentation, etc.
2. You are **required** to give your landlord not less than 30 days' written notice or one full calendar month's notice. The notice should state the termination date of the lease (the date you intend to move). The termination date of the lease must be the last day of the month following the 30 days' written notice. For example, the notice to the landlord must be received before March 1st if you want to move March 31st. The notice must be sent to the landlord's current mailing or email address. The landlord's mailing address must be clearly stated in the letter. If sending by email, the landlord's email address must be clearly stated.
3. A copy of your written notice to the landlord **must** be provided to the Lynn Housing Authority & Neighborhood Development (LHAND).
4. All lease terminations when moving out of current unit are effective the last day 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 the mutual termination of lease and HAP contract forms. These forms are provided by LHAND, please contact your Case Representative if you have questions.
6. A Request For Tenancy Approval (RFTA) must then be obtained from your Case Representative. It will only be available once tenant has sent correct written notice to move and a voucher has been issued.

Example of Written Notice to Move:

[Date]

[Landlord Mailing Address or Email Address]

Dear [Landlord Name]

I am writing to inform you that I, [name of tenant] am submitting my 30 days move out notice. The last day of my tenancy at [current address] will be [move out date].

Sincerely,

[tenant's signature]