

NOTICE OF LEASE TERMINATION

«head_name»
«mail_address1»
«mail_address2»
«city», «state» «zip»

Re: Lease Termination (Nonpayment)

TENANT ID: «ssn»

Date: «date»

Dear Resident:

Our records show that you have an unpaid balance of «remit_total» as of the above date. Accordingly, you are in violation of the section of your dwelling lease agreement which states that dwelling rent shall be due and payable on the first day of each month. You are hereby notified that your lease agreement will be terminated fourteen (14) days from the date of this letter and you must vacate your premises on or before «today_plus_14». If you fail to vacate the premises by that date, we will seek a court order to evict you.

This is to further notify you that if your account (including charges other than rent) is not resolved by the above date, we will proceed immediately with an eviction warrant in court against you for which your account will be charged a fee of \$_____ plus any other charges related to your eviction.

This is a notice of proposed adverse action and you have the right to a grievance hearing. Please be aware, you have the right to examine all documents, including but not limited to your file, which are directly relevant to this notice. You may have a copy of the documents at your own expense.

If you want to discuss the reason for this action, you should contact your management office within five (5) days for an informal discussion.

Sincerely,

«rental_agent»
Housing Manager