

# Housing Choice Voucher Program

## Tenant Compliance with Lease Agreement 2<sup>nd</sup> Notice

Dear Landlord,

Date: \_\_\_\_\_

The completion of this form is required in order for the client listed below to be considered to receive a voucher to relocate. Failure to provide this notice to the Housing Authority **y within ten (10) business days** from the date of this letter will result in the Housing Authority deeming the Tenant is in good standing with the Lease Agreement.

Resident Name and Address:

Please check all that apply below and provide the date of expiration for the current lease.

Lease Expiration Date: \_\_\_\_\_ Move Out Date: \_\_\_\_\_

- The Tenant has not destroyed or damaged the Leased Premises or any portion thereof beyond normal wear and tear as of this date. No outstanding balances are owed.
- The Tenant has damaged the Leased Premises or portion thereof beyond normal wear and tear. The approximate amount of damages to the Lease Premises is believed to be not less than \$\_\_\_\_\_. (Attach pictures, repair estimates, or other additional information.)
- The tenant owes unpaid rent and other charges in the amount of \$\_\_\_\_\_.
- The Tenant has left the unit in violation of the Lease. Date:\_\_\_\_\_.
- A Petition for Eviction has been filed with Justice Court seeking possession of the Leased Premises.

All references herein to “Tenant” shall include the person named as the tenant or lessee under the Lease and all members of his/her household.

**Tenant compliance form is subject to a second review by the landlord and must notify the CCHA within 48 hours after move out date of any damages. If the tenant has destroyed or damaged the Leased Premises beyond normal wear and tear.**

**Affirmation: I declare under penalty of perjury that the foregoing is true and correct.**

\_\_\_\_\_  
Signature of Landlord/Agent

\_\_\_\_\_  
Date

