



FOR OFFICE USE ONLY	
Program	_____
Specialist	_____
Client No.	_____
Review	_____

TENANT NOTICE TO TERMINATE LEASE

I, _____ (print your name), do hereby give my notice to the Housing Choice Voucher Program that I am **TERMINATING MY LEASE** effective _____ (must be the last day of the month)

I understand that this notice must be received by CMHA at least 31 but not more than 60 days before the effective termination date listed above. I understand that the effective termination date must be the last day of the month. I understand that if I live in this unit after the above effective termination date, the rental arrangements will be solely between the landlord and me unless an extension is approved in advance by CMHA. I understand that this action cannot be reversed without the landlord's written consent.

I understand that all debts to CMHA must be cleared before this termination notice will be honored and that all required verifications must be given to my HCV Housing Specialist before rental portions can be determined.

I understand that CMHA encourages, but does not require, me to obtain my landlord's signature on this notice and to maintain contact with my landlord regarding the status of my tenancy until it has ended.

I understand that it is my obligation to give proper notice to my landlord.

VOUCHER HOLDER PLEASE NOTE: *As of July 1, 2013, if a tenant is paying water and/or sewage at their current assisted unit, proof that the water bill for the current location must be submitted with the RTA for a new unit. CMHA will not be able to process the RTA without this documentation.*

Tenant's Signature Date Signed

Tenant's Address Phone #

Please mark only if this item applies to you:

I am terminating the lease because I no longer wish to remain on the Housing Choice Voucher program.

Landlord Acknowledgement (this is **not** a requirement for a 30-day notice)

My signature confirms that I have received this notice on the following date:

Landlord Name Phone #

Landlord Address

Landlord Signature Date Signed

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Date notice received by CMHA:	_____

CMHA will make no payments to the landlord after the effective termination date. However, if you live in this unit after the effective termination date, you and your current Landlord may request in writing a cancellation of the termination or extension of the termination effective date.



CONTRACT TERMINATIONS

The contract between the owner and CMHA may be terminated by CMHA, by the owner or by the tenant.

Occupancy of Unit after the Termination Date

No future subsidy payments on behalf of the family will be made by CMHA to the owner after the month in which the contract is terminated. The owner must reimburse CMHA for any subsidies paid by CMHA for any period after the contract termination date.

If the family continues to occupy the unit after the contract is terminated, the family is responsible for the total amount of rent due to the owner. The owner will have no right to claim compensation from CMHA for vacancy loss and/or damages to the unit.

Recommendations to Tenants:

- Tenant is expected to adhere to the termination date of the contract
- Make sure that rent is paid through the end of the contract
- Give the landlord a valid forwarding address prior to move-out
- The landlord has 30 days after the move-out date or end of contract date, whichever is later to supply an itemized statement or return deposit
- Establish and conduct a move-out inspection with the landlord
- Vacancy of the unit should reflect the appearance and condition at the time of the move-in (with the exceptions of normal wear and tear)
- Consult & resolve with the landlord if damages exceed normal wear and tear

Recommendations to Landlords:

- Landlord is expected to adhere to the termination date of the contract
- Make sure that rent is collected through the end of the contract
- Obtain a valid forwarding address for the tenant prior to move out
- The landlord has 30 days after the move-out date or end of contract date, whichever is later to supply an itemized statement or return deposit
- Establish and conduct a move-out inspection with the tenant
- Vacancy of the unit should reflect the appearance and condition at the time of the move-in [with the exceptions of normal wear and tear]
- Consult & resolve with the tenant if damages exceed normal wear and tear. If needed, obtain legal advice and/or execute legal action. Please notify CMHA if legal action or judgments are obtained against the tenant.

Reminder: CMHA will make no payments to the landlord after the effective termination date. However, if you live in this unit after the effective termination date, you and your current Landlord may request in writing a cancellation of the termination or extension of the termination effective date.

Revised 04/15