

FOURTEEN (14) DAY NOTICE OF TERMINATION OF LEASE AND INVITATION TO CONFERENCE  
(NON-PAYMENT OF RENT)

AND  
NOTICE TO LEAVE PREMISES

TO: Tenant

- (1) Notice is hereby given pursuant to Section 15(b)(1) of your lease and 24 CFR 966.4(l), that your lease is being terminated based on the specific grounds that your rent is in default for a **rent and/or retroactive rent charge**, on your account, for \$ \_\_\_\_\_, as set forth in Exhibit "A," which is attached hereto. Unless payment of rent is made, or unless satisfactory arrangements are made with the Management Office, this is notice that your lease will terminate fourteen (14) days from the date of this notice and eviction proceedings will be filed thereafter.
- (2) You are entitled to a private, informal conference to make reply or explanation as you may wish to the statements set forth herein, which conference will be held at the Management Office on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. Should this time be inconvenient, and you are unable to keep this appointment, please contact the Management Staff by telephoning \_\_\_\_\_ as soon as possible so that another appointment can be arranged within three (3) days from the above date.
- (3) You have the right, pursuant to 24 CFR 966.4(m), to examine and copy at your own expense, any LMHA documents directly relevant to the termination or eviction.
- (4) You have the right to request a reasonable accommodation of a handicap of a household member, so that you can meet lease requirements.
- (5) The Violence Against Women Act ("VAWA") protects some victims of: domestic violence; dating violence; sexual assault; or stalking, from termination and eviction on the basis of the violence perpetrated by their abusers. If you are a victim, you have the right to provide such documentation to LMHA.
- (6) You have the right to request a hearing in accordance with LMHA's grievance procedure, which is posted on the Management Office Bulletin Board and is available upon request. Attendance at the private, informal conference is a pre-requisite to obtain a grievance hearing. Failure to attend the private, informal conference can be grounds to deny your grievance hearing unless you can convince the Hearing Panel of good cause for failure to attend the private, informal conference. Your request for a hearing must be in writing and filed with the Central Office of the LMHA at 435 Nebraska Avenue, P.O. Box 477, Toledo, OH, 43697-0477, within ten (10) days after your receiving the summary.
- (7) If you dispute the amount of rent or other charges stated herein, before a hearing will be scheduled, you must deposit, in LMHA's escrow account at the Central Office, an amount equal to the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. You shall thereafter deposit the same amount monthly, until the Hearing Panel makes a decision on your grievance. Failure to make such deposits will result in termination of the grievance process.
- (8) Your tenancy shall not terminate until your time to request a grievance hearing has expired, and if you timely requested a hearing, after the grievance process has been completed or terminated.
- (9) LMHA may evict you from the unit only by bringing a court action.
- (10) This document is also a Notice to Leave Premises:

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**YOU ARE BEING ASKED TO LEAVE THE PREMISES NO LATER THAN 14 DAYS FROM THE DATE OF THIS NOTICE. IF YOU DO NOT LEAVE, AN EVICTION ACTION MAY BE INITIATED AGAINST YOU. IF YOU ARE IN DOUBT REGARDING YOUR LEGAL RIGHTS AND OBLIGATIONS AS A TENANT, IT IS RECOMMENDED THAT YOU SEEK LEGAL ASSISTANCE.**  
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LUCAS METROPOLITAN HOUSING AUTHORITY

Date: \_\_\_\_\_, 2014 By: \_\_\_\_\_ Property Manager

A copy of this Notice has been delivered:

- \_\_\_\_\_ Personally to the resident(s) named above; or
- \_\_\_\_\_ By prepaid first class mail properly addressed to resident(s) and by posting on the resident(s)'s premises.

LUCAS METROPOLITAN HOUSING AUTHORITY

Date: \_\_\_\_\_, 2014 By: \_\_\_\_\_ Property Manager

## Exhibit A

Exhibit A should be the tenant's ledger