

MODEL

Notify Household Members of Lease Amendment

Here's a letter notifying a household of an Attorney's Fees lease amendment. The letter warns the household that members have 30 days to decide whether to sign the amended lease or move out of the unit. Show this letter to your attorney and have her adapt it to your site and the subject of your lease amendment.

BY FIRST CLASS U.S. MAIL & PERSONAL DELIVERY

Aug. 1, 2012

John Smith, Jane Smith
10 Main St., Unit 1A
Anytown, U.S. 00000

Dear Mr. and Ms. Smith:

The Department of Housing and Urban Development (HUD) has recently approved revisions to the lease. Clause X of the lease gives us authority to amend the lease with HUD's approval.

We've amended the lease by adding Clause XX, which allows us to collect attorney's fees from residents who violate their leases. We've attached two (2) copies of the amended lease. Please read the amended lease carefully.

HUD requires that we notify you of this lease amendment at least sixty (60) days before your lease ends. You have until Aug. 31, 2012, which is thirty (30) days from the date of this letter, to accept or reject the amendments to the lease.

If you accept the amended lease, you must sign both copies of the amended lease and return them to the rental office by Aug. 31, 2012. According to HUD rules, the head of the household, spouse, any co-head of the household, and all other adult members of the household must sign the amended lease.

According to our records, that means that Mr. John Smith and Ms. Jane Smith must both sign the amended lease. By signing the amended lease, you're agreeing to allow us to require you to pay, in addition to any other sums owed, reasonable attorney's fees and other costs related to the enforcement of the lease if you should default in the performance of any obligation under this lease.

If you sign the amended lease, it will be effective on Oct. 1, 2012, which is the first date of the new lease term. If you reject the amended lease, you must give us thirty (30) days' written notice of your intent to vacate the site. We need this notice by Sept. 1, 2012. If we don't hear from you by Sept. 1, 2012, you will receive a thirty (30)-day written notice of eviction.

If you have any questions, call us at 555-5555 or stop by our office to discuss this letter. Thank you in advance for your cooperation.

Yours truly,
James Manager, ABC Apartments