

MODEL LETTER

Ask Family Member for Proof that Tenant Has Moved Out or Died

This letter asks the family member to give you some proof that the tenant has moved out or died. Make sure you get this proof before giving the family member a renewal lease in his or her own name. Option #1 covers the situation where the family member claims that the tenant has moved out. Option #2 covers the situation where the family member claims that the tenant has died. Note that this letter assumes that you've already gotten enough proof that the family member meets the requirements for pass-on rights, so that it's not worth fighting the family member in court over this issue.

Dear Family Member:

In regard to your request for a renewal lease in your own name to *[insert apt. #]* at *[insert building address]*, please provide me with the following proof regarding the named tenant of the apartment. I need this proof before I can comply with your request:

Option #1: A letter to my attention, signed by the named tenant *[insert tenant's name]* stating that *[he/she]* has vacated *[insert apt. #]* at *[insert building address]* and has surrendered *[his/her]* right to possession of the apartment.

Option #2: A copy of the death certificate for the named tenant, *[insert tenant's name]*.

Please provide me with this proof by *[insert date]*.

Yours truly,
James Owner