

MODEL NOTICE

Warn Household to End Sublet

If you learn that a low-income household is subletting its unit, immediately send a notice warning the household to end the sublet. The following notice tells the household that you know it has sublet and that the sublet is a material violation of the lease that could lead to eviction. It warns that you'll sue to evict the household if it doesn't end the sublet within five business days. Talk with your attorney about adapting the notice for use at your site.

WARNING NOTICE: ILLEGAL SUBLET

To: Roger Resident
FROM: Marla Manager
DATE: June 2, 2014

We have recently learned that you are subletting your unit to occupants who are not part of your household and whose income we never certified. We remind you that Paragraph 18 of your lease bans you from subletting or assigning your unit. Your failure to comply with this paragraph is a material violation of the lease that could warrant eviction.

You must remove the unauthorized occupants by June 9, 2014, and refrain from subletting your unit again. Otherwise, we will refer this matter to our attorney and may sue to evict you and the unauthorized occupants from the unit.

Please call our management office at 555-5555 if you have any questions about this notice.

Thank you for your cooperation.