

MODEL LETTER

Send Letter to Discourage Lease Breaking

Here's a model letter you can use when you discover that a low-income household wants to break its lease and move out before six months have passed. Talk to your attorney or tax credit consultant about adapting this letter for use at your site.

Feb. 1, 2013

John Resident
123 Main St.
Anytown, USA 12345

Dear Mr. Resident:

It has come to our attention that you are considering moving out of Apt. 3H before your lease expires.

Please note that the lease doesn't provide for early termination, cancellation, or modification of the lease term, and we consider your lease obligations to be in full force. Therefore, we do not consent to your moving out before the lease has expired.

Also, please be advised that if you do break your lease early, you will still have to pay rent for your apartment until May 31, 2013, which is the end of the lease term.

Yours truly,
Joan Manager, XYZ Management Co.