

MODEL LETTER

Notify Household About Abandoned Unit

If you believe that a household has abandoned its unit, you should try to contact the household members before seeking their eviction, by sending them a letter like this one.

[Insert date]

Dear John Resident:

We are concerned about your apparent absence from our site. According to the guidelines specified in our site's house rule, you have abandoned your unit. You have not paid your rent for the past two months, and we believe you have been absent from the site for more than 30 days.

Out of concern for your safety, we entered your unit with police officers yesterday. We found rotten food and vermin infestation. This violates paragraph 10 of your lease, which requires you to keep the unit in a sanitary condition.

If you do not intend to abandon your unit and wish to continue living at this site, you must contact our office no later than *[insert date]*. You may call us at *[insert tel. #]*.

If you do not respond, we will turn this matter over to our attorney for appropriate legal action, including starting eviction proceedings against you.

Very truly yours,
Jane Manager