

**NEWPORT NEWS REDEVELOPMENT & HOUSING AUTHORITY**

**POST OFFICE BOX 797**

**NEWPORT NEWS, VA 23607**

**TEL (757) 928-6060**

**FAX (757) 247-7117 TDD (757) 247-7112**

DATE \_\_\_\_\_

LANDLORD \_\_\_\_\_

CLIENT: \_\_\_\_\_

We would like to take this opportunity to thank you for providing affordable housing for the above referenced participant family of the housing choice voucher program. Before reissuing the participant family a housing choice voucher to search for other housing, it would be greatly appreciated if you could assist us in determining the participant's continued program eligibility by completing and returning this form in the enclosed, postage prepaid, envelope no later than \_\_\_\_\_.

If this notice is not returned and/or received by the above date, it will be determined that the participant family is in good standing with the terms of the lease, owes no money and has provided the proper vacate notice required by the lease.

Thank you in advance for your cooperation in this matter. Should you have any questions, please contact \_\_\_\_\_ Johnson at 757-928-6070.

Tenant Name:	
Tenant Address:	
<input type="checkbox"/> Tenant is in good standing with terms of the lease agreement.	<input type="checkbox"/> Tenant is <b>not</b> in good standing with terms of the lease agreement. Explain: _____
<input type="checkbox"/> Tenant does not owe Owner/Landlord any money for rent, damages, and etc.	<input type="checkbox"/> Tenant owes Owner/Landlord \$_____ for <input type="checkbox"/> Rent <input type="checkbox"/> Late Fee <input type="checkbox"/> Legal Fee <input type="checkbox"/> Damages <input type="checkbox"/> Other: _____
<input type="checkbox"/> Tenant has provided Owner/Landlord proper vacate notice required by lease and will vacate as of _____.	<input type="checkbox"/> Tenant has <b>not</b> provided Owner/Landlord the proper vacate notice required by lease.
Owner/Landlord Signature:	
Owner/Landlord Printed Name:	
Owner/Landlord Address:	
Owner/Landlord Phone Number(s)	
Tenant Signature: _____	