

Waltham Housing Authority

110 POND STREET

WALTHAM, MASSACHUSETTS 02451-4505

KELLY DURKEE-ERWIN

TEL: (781) 894-3357

SCOTT HOVSEPIAN

FAX: (781) 894-7595

PATRICIA McGRATH

TDD: (781) 894-3357

ROBERT LeBLANC

GAIL DAVID

John F. Gollinger, Executive Director

DATE: _____

TO: Landlord/Property Manager

FROM: _____

Your tenant _____ located at _____
has informed us they wish to vacate the above premises and terminate the Section 8 Lease
and Contract on _____. As you know, the Section 8 Lease requires the
tenant to give proper notice of their intention to move. In order to determine if this tenant is
eligible to move, please complete the following:

I agree to terminate the lease on _____ and understand the assistance
payments will also stop on that date.

All rents have been paid, and the tenant has no outstanding balance.

The tenant has an outstanding balance of \$ _____.

I hereby agree to terminate the Section 8 Lease for this tenant of _____
and understand the assistance payments will also terminate on that date.

Signed: _____ Date: _____