«LetterDate»

«LLName»

«LLAddress»

«ToName»

«MailAddress»

**RE: Receipt of Vacate Notice «EndDate»**

Dear Tenant:

This letter acknowledges receipt of a copy of the vacate notice that you gave to the above listed landlord.

**The effective date of notice is «EndDate»**.

On a month-to-month basis, we will hold your rent payments until a final determination of the vacate date is made. If you and your tenant agree that tenancy will continue, both of you must immediately notify the Housing Authority.

Please keep the Housing Authority informed of any changes so we may promptly respond.

**Warning:** If you have cancelled your annual HQS inspection, or if your unit has not passed the annual HQS inspection by the expiration date of your HAP contract, your rent will be abated on the first day after expiration of your HAP contract.

Sincerely,

Property Management Department

*If you have a disability which precludes you from complying with this letter, please call (831) 454-5955, Monday through Thursday between 8:00 AM - 4:30 PM. The office is closed on Fridays.*

*Si desea una traducción en español, por favor llame al (831) 454-5955, entre 8:00 AM - 4:30 PM de lunes a jueves. Los viernes la oficina se encuentra cerrada.*

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