

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
TDD: 711

RE: Notice of Lease Termination  
(Non-Payment of Rent)

Dear \_\_\_\_\_ & Occupants:

Pursuant to: a) Rural Development Regulations  
b) Indiana law, and  
c) Your Lease with \_\_\_\_\_ Apartments.

Please be advised of the following:

1. You are hereby notified to deliver to me at the expiration of ten (10) days from the time of receiving this notice, the possession of the following premises: \_\_\_\_\_ unless the rent due for said premises is paid within that time. Your tenancy is hereby terminated effective \_\_\_\_\_.
2. In accordance with your lease, the grounds for this termination of your tenancy is your substantial violation of your lease by your failure to pay your rent for the month(s) of \_\_\_\_\_ As of the date of this letter, you are in arrears in the amount of \$\_\_\_\_\_.
3. In the event that you remain in the leased unit after the date of termination, then your landlord may seek to enforce the termination only by bringing a judicial action, at which time you may present a defense.
4. Please consider this letter prior notice that in the event your lease is reinstated, that late payment of rent will henceforth constitute a basis for termination of your tenancy.
5. You have ten (10) days from the date of this letter to respond in writing regarding this termination of your tenancy. All replies must be directed to \_\_\_\_\_, Regional Property Manager, P. O. Box 99564, Louisville, Kentucky 40269-0564 or by telephone at (502) 491-2422. (Indiana Hearing Impaired Relay #711). Persons with disabilities have the right to request reasonable accommodations to participate in the hearing process.
6. Your landlord does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

Sincerely,

On-Site Manager

cc: File  
Copies sent first-class mail and hand delivered