



**BOARD OF COMMISSIONERS**

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**LANDLORD CLEARANCE LETTER**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re: \_\_\_\_\_

Dear Neighbor:

*It is necessary that this office determine amounts due to you, if any, from the referenced tenant. Please complete the section below and return this form to my office within ten (10) days. Your cooperation is appreciated.*

AMOUNT OF RENT DUE AT THIS TIME: \_\_\_\_\_

If the rent due is more than 2 months old, you should be in the eviction proceedings at this time or should have at least provide a 3 day notice to the tenant.

**UNIT DAMAGES: If there are tenant damages after the tenant moves out, you must seek a court judgment for any monetary loss. If a judgment is awarded, the agency will request the tenant pays any amount due with respect of the judgment. Failure of the tenant to abide by the court action will result with the termination of rental assistance.**

*If this form is not returned to this office within ten (10) days from the date above, it will be assumed the family is in good standing.*

\_\_\_\_\_  
Owner/Landlord Signature

\_\_\_\_\_  
Owner/Landlord Name

\_\_\_\_\_  
Phone Number / Email

\_\_\_\_\_  
Date

<CEO>  
President/CEO

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