



# VILLAGE OF SPRING VALLEY

Senator Eugene Levy Municipal Plaza  
Section 8 Housing Voucher program  
200 North Main Street  
Spring Valley, New York 10977  
Tel. (845) 367-4599 • Fax (845) 425-2967

Zach Clerina  
*Deputy Mayor*  
Asher Grossman  
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Eudson T. Francois  
*Trustee*  
Yisroel Eisenbach  
*Trustee*

Alan M. Simon  
*Mayor*

[www.VillageSpringValley.org](http://www.VillageSpringValley.org)

## NOTIFICATION TO LANDLORD OF TENANTS REQUEST TO TERMINATE LEASE

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

Re: Tenant Name \_\_\_\_\_

Address: \_\_\_\_\_

Lease expiration date: \_\_\_\_\_

Dear Landlord:

Please be advised that the above-mentioned Section 8 tenant has contacted our office to request a voucher to move to another unit or port to another Housing Agency. If the tenant's lease is still in effect and you have no objections to the tenant vacating the apartment, you **must** fill out and sign the bottom portion of this form and **mail it back directly** to the Spring Valley Section 8 office of Community Development and Housing,  
**200 North Main Street, Spring Valley, NY 10977**

If you have any questions regarding this matter, please contact the following caseworker:

\_\_\_\_\_ at 845-367-4599.

### LANDLORD LEASE RELEASE AUTHORIZATION

I, \_\_\_\_\_, understand that the above named Section 8 tenant does not wish to remain in his/her current apartment until the lease expiration date, \_\_\_\_\_.

This notice confirms that I am willing to release the tenant from his/her lease effective \_\_\_\_\_. I understand that the subsidy on behalf of the tenant may be suspended as a result of the tenant's move/transfer. I also understand that if this is a portability transfer to (another HA), the subsidy for this tenant shall be suspended immediately upon issuance of a Section 8 portability voucher. The Office Housing and Community Development's responsibility for the portion of the rent for the present apartment shall terminate on the effective portability transfer date.

I also acknowledge that the tenant is current on their rent payments to me and owes no back rent.

\_\_\_\_\_  
Landlord's signature

\_\_\_\_\_  
Date