



## MUTUAL AGREEMENT TO TERMINATE LEASE

We, the undersigned, agree to terminate the contract and agree to the following terms:

- This agreement represents a mutual termination of the Lease.
- This agreement is effective on the last day of the month listed below.
- The tenant and the landlord both understand that no Housing Assistance Payment will be made after the effective date, even if the tenant remains in the unit.
- Both parties understand that this mutual termination action can not be reversed without the landlord's written consent.
- This agreement can be used to waive the required 30-day notice to terminate the lease agreement.

The contract will be terminated \_\_\_\_\_ \* (must be the last day of the month). \*CMHA reserves the right to cancel this notice, even if the tenant and landlord agree to break the lease, if the tenant has not been in the unit 12 months.

\_\_\_\_\_  
Tenant's Name (Please Print)

\_\_\_\_\_  
Landlord's Name (Please Print)

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Landlord's Signature

\_\_\_\_\_  
Tenant's Address

\_\_\_\_\_  
Landlord's Address

\_\_\_\_\_  
Tenant's Phone #

\_\_\_\_\_  
Landlord's Phone #

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Date signed

VOUCHER HOLDER PLEASE NOTE: As of July 1, 2013, if a tenant is paying water and/or sewage at their current assisted unit, proof that the water bill for the current location must be submitted with the RTA for a new unit. CMHA will not be able to process the RTA without this documentation.

**Please mark only if this item applies to you:**

\_\_\_\_ I am terminating the lease because I no longer wish to remain on the Housing Choice Voucher program.

**FOR OFFICE USE ONLY**

Date received by CMHA: \_\_\_\_\_ Date mailed to the landlord and tenant: \_\_\_\_\_

Reminder: **CMHA will make no payments to the landlord after the effective termination date. However, if you live in this unit after the effective termination date, you and your current Landlord may request in writing a cancellation of the termination or extension of the termination effective date.**

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## Contract Terminations

The contract between the owner and CMHA may be terminated by CMHA, by the owner, or by the tenant.

### Occupancy of Unit after the Termination Date

No future subsidy payments on behalf of the family will be made by CMHA to the owner after the month in which the contract is terminated. The owner must reimburse CMHA for any subsidies paid by CMHA for any period after the contract termination date.

If the family continues to occupy the unit after the contract is terminated, the family is responsible for the total amount of rent due to the owner. The owner will have no right to claim compensation from CMHA for vacancy loss and/or damages to the unit.

### Recommendations to Tenants:

- Tenant is expected to adhere to the termination date of the contract
- Make sure that rent is paid through the end of the contract
- Give the landlord a valid forwarding address prior to move-out
- The landlord has 30 days after the move-out date or end of contract date, whichever is later to supply an itemized statement or return deposit
- Establish and conduct a move-out inspection with the landlord
- Vacancy of the unit should reflect the appearance and condition at the time of the move-in [with the exceptions of normal wear and tear]
- Consult & resolve with the landlord if damages exceed normal wear and tear

### Recommendations to Landlords:

- Landlord is expected to adhere to the termination date of the contract
- Make sure that rent is collected through the end of the contract
- Obtain a valid forwarding address for the tenant prior to move out
- Establish and conduct a move-out inspection with the tenant
- Vacancy of the unit should reflect the appearance and condition at the time of the move-in [with the exceptions of normal wear and tear]
- Consult and resolve with the tenant if damages exceed normal wear and tear [if needed: obtain legal advice and/or execute legal action]. Please notify CMHA if legal action or judgment is obtained against the tenant.