Clermont Metropolitan Housing Authority
65 South Market Street | Batavia, Ohio 45103
513.732.6010 | Fax 513.732.6520
www.clermontmha.org

MUTUAL AGREEMENT TO TERMINATE LEASE

As the tenant and landlord, we agree to mutually terminate the contract under the following terms:

- This agreement is effective on the last day of the month listed below.
- The tenant and the landlord both understand that no subsidy payments 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 both parties' written consent.
- This agreement can be used to waive the required 30-day notice to terminate the lease agreement provided the current lease has been fulfilled.
- CMHA reserves the rights 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.

The contract will be terminated effective _____.
(must be the end of the month)

This form MUST be signed by both parties in order to be accepted for review by CMHA.

_____	_____
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

Tenant: Initial below if you wish to terminate your HCV Program Participation:

____ Not only do I wish to terminate the lease to my current unit with my landlord, but I also wish to terminate from CMHA's HCV Program. I know that I will have to wait to reapply when the HCV Wait List reopens if I want assistance in the future.

Reminder: CMHA will make **no payments** to the owner after the above termination date unless both the landlord and tenant agree in writing to an extension or termination of this notice. If the tenant continues to live in the subsidized unit after the effective termination date, the tenant will be responsible for the full contract rent ***(and not just the tenant portion)*** until they vacate the property.

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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 contact 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.
- 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 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 & 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 judgments are obtained against the tenant.

Reminder: CMHA will make **no payments** to the owner after the above termination date unless both the landlord and tenant agree in writing to an extension or termination of this notice. If the tenant continues to live in the subsidized unit after the effective termination date, the tenant will be responsible for the full contract rent ***(and not just the tenant portion)*** until they vacate the property.