

## NEPTUNE CITY HOUSING AUTHORITY

### Termination of Assistance Policy

This policy complies with HUD-4350.3, chapter 4, section 19, paragraph 3 and the Neptune City Housing Authority lease.

Action will be taken to terminate the Assistance of a tenant who is considered to be Material non-Compliant with his/her lease. Material Non-Compliance includes the following:

1. One or more substantial violations of the lease.
2. Repeated minor violations of the lease that:
  - a. Disrupt the livability of the project
  - b. Adversely affect the health or safety of any person or the right of any tenant to the quiet enjoyment of the leased premises and related project facilities
  - c. Interfere with the management of the project
  - d. Have an adverse financial effect on the project.
3. Failure of the tenant to timely supply all required information on income and eligibility factors, failure to meet the disclosure and verification requirements for Social Security Numbers, or failure to sign consent forms for the obtaining of wage information or to knowingly provide incomplete or inaccurate information.
4. Non-payment of rent or any other financial obligation due under the lease beyond any grace period permitted under state law.
5. Other Good Cause-This can be any other item that the landlord has previously notified the tenant is a violation and needs to be corrected or his/her lease will be terminated at the end of its current term.

When the Management Office deems that a tenant has violated his/her lease, that tenant will be notified in writing. The notice will clearly spell out the nature of the violation and describe what has to be done to correct it. Depending on the nature of the violation and its severity, the tenant will be given a reasonable amount of time to correct it. The Authority will consider any extenuating circumstances that may hinder a tenant's ability to correct the violation and will offer assistance where necessary.

Should the tenant refuse to correct the violation and reject any Authority assistance to help correct it, the Authority will consider sending that tenant a notice of intent to terminate that tenant's lease. The notice will be sent by certified mail with return receipt requested.

A tenant with three or more violations within the period of one year, will also be considered a candidate for a notice of termination.