

TENANT ADVERSE ACTION REFERENCE GUIDE

| Adverse Action (such as denial of admission to occupancy) | Notice of Violation | Notice of Termination | Reference | |
|--|--|--|----------------|-----------------------------------|
| | | | HB 2 Reference | 7 CFR Reference |
| Must give written notice | Must give written notice | Must give written notice | 6.32; 6.33 | 3560.159 (a); 3560.160 (e) |
| Must give specific reasons for proposed action | Must state basis and give specific reasons for the proposed action (specific reference to provisions of the Lease that have been violated) | Must state basis and give specific reasons for proposed action (specific reference to provisions of the Lease that have been violated) | 6.33 | 3560.159 (b) (2); 3560.160 (e) |
| | Must give tenant the opportunity to correct the violation | | 6.32 | 3560.159 (a) |
| | Must advise that the tenant's activities would result in lease termination | | 6.32 | 3560.159 (a) |
| Must advise the tenant of "the right to respond to the notice within 10 calendar days after date of notice" | Must advise the tenant of "the right to respond to the notice within 10 calendar days after date of notice" | | 6.33 | 3560.160 (e) |
| Must advise the tenant of "the right to a hearing in accordance with 7 CFR 3560.160 (f), which is available upon request" | Must advise the tenant of "the right to a hearing in accordance with 7 CFR 3560.160 (f), which is available upon request" | | 6.33 | 3560.160 (e) |
| Must contain the statement found at 7 CFR 3560.160 (a) (2) - Tenant Grievance Procedure. ** See statement below. | Must contain the statement found at 7 CFR 3560.160 (a) (2) - Tenant Grievance Procedure. See statement below. | | 6.33 | 3560.160 (a) (2) |
| Notice must be sent Certified Mail, Return Receipt Requested OR hand delivered with a signed and dated acknowledgement of receipt from the tenant/applicant | Notice must be sent Certified Mail, Return Receipt Requested OR hand delivered with a signed and dated acknowledgement of receipt from the tenant/applicant | Notice must be sent Certified Mail, Return Receipt Requested OR hand delivered with a signed and dated acknowledgement of receipt from the tenant/applicant | | 3560.160 (e) |
| | | Notice must specify the date that the Lease Agreement will be terminated | | 3560.159 (b) (1) |
| | | Notice must include a statement that Landlord may initiate judicial action to enforce Lease termination | | 3560.159 (b) (3) |

** 7 CFR 3560.160 (a) (2), Tenant Grievance: "Any tenant/member or prospective tenant/member seeking occupancy in or use of Agency facilities who believes he or she is being discriminated against because of age, race, color, religion, sex, familial status, disability, or national origin may file a complaint in person with, or by mail to the U. S. Department of Agriculture's Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW., Washington DC 20250-9410 or to the Office of Fair Housing and Equal Opportunity, U.S. Department of Housing and Urban Development (HUD), Washington, DC 20410.