



Serving elderly, disabled & low income citizens of  
Bristol and Sullivan County, Tennessee  
P.O. Box 1515 • Bristol, TN 37621-1515

### **NOTICE TO CHANGE "TERMS OF TENANCY"**

**Owner:** Please complete blanks 1 through 5 below and return to Bristol Housing. Requested changes will be evaluated and you will be notified by phone of our acceptance, amendment or denial. If the terms are accepted, Bristol Housing will forward the form to the respective tenant for their review. Part C, Section 15d of the HAP contract states: "The owner must notify the PHA of any changes in the amount of rent to owner at least 60 days before any such changes go into effect, and the amount of the rent to owner following any such agreed change may not exceed the reasonable rent for the unit as most recently determined by the PHA in accordance with HUD requirements." **Note: If Bristol Housing denies the change in Terms of Tenancy or if the owner rejects Bristol Housing's amendments, the owner's only recourse is to notify the tenant, in accordance with TN law, to vacate the property, thus resulting in termination of the HAP contract with Bristol Housing.**

1) \_\_\_\_\_ 2) \_\_\_\_\_  
Tenant Name Owner Name

3) \_\_\_\_\_ Rent increase. The new rent amount requested is \$ \_\_\_\_\_ per month.

4) \_\_\_\_\_ Other \_\_\_\_\_

5) \_\_\_\_\_  
Owner/Manager Signature Date

\_\_\_\_\_ Approved by Bristol Housing as proposed

\_\_\_\_\_ Approved by Bristol Housing with the following amendments: \_\_\_\_\_

\_\_\_\_\_ Owner notified \_\_\_\_\_ Owner accepted amendments \_\_\_\_\_ Owner rejected amendments

\_\_\_\_\_ Denied by Bristol Housing for the following reasons: \_\_\_\_\_

**Tenant:** A change to the "Terms of Tenancy" of your lease agreement and the landlord's Housing Assistance Payment contract has been requested by your landlord. Bristol Housing has approved the changes as indicated above. If you accept the changes, please sign below where indicated and return this form to our office within 10 days. You may also refuse to accept the changes. However, failing to accept the changes or failing to return the completed form to our office within 10 days of receipt, may result in the owner terminating the lease and contract and requiring the tenant to move from the leased property.

\_\_\_\_\_ Date  
PHA Representative Signature

\_\_\_\_\_ Date  
Tenant Signature\*\*

**Effective Date of Change after Owner, Bristol Housing and Tenant have agreed:** \_\_\_\_\_