MEMORANDUM

TO: RESIDENTS OF COOGAN TERRACE

FROM: Cynthia C. Telfer, Executive Director

DATE: July 1, 2016

RE: PROPOSED LEASE REVISION

The Melvindale Housing Commission is proposing to revise its public housing lease.

Federal regulations require the Commission to notify residents of the proposed changes, allowing a thirty day period to review and receive comments before adopting the new lease.

A copy of the proposed lease can be obtained in the administrative office.

Comments must be submitted in writing to the attention of myself no later than August 1, 2016.

All comments will be reviewed and considered before presented to the Melvindale Housing Commission Board.

Summary of changes:

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| **Page** | **Items** |
| 2 | Change late fee from $5 to $15 |
| 11 | Section 16 – Termination by Landlord  Added #21- Failure to abide by Landlord’s “No Smoking” policy for rental unit  Added #22 – The household and/or their guests possession, use, manufacturing or selling of controlled substances including prescription medication (including the possession and/or use of marijuana). |
| 14 | Section 24 – Grievance:  Added a paragraph as required by law to describe MHC’s procedure for selecting a hearing officer. |

Cynthia C. Telfer

Executive Director