

**Letter-NPM1**

and

**Interim Agreement (Form NP-04 Agreement rv6/9/20)**

**Attachment 2**

EXAMPLE

***Disclaimer: HUD does not endorse the organizations that provided the sample repayment agreements in Attachment 5, 6, and 7. The sample repayment agreements have been provided by the organization that developed them. They are provided for informational purposes only. The sample repayment agreements have not been reviewed by HUD for applicability, legality, or compliance with federal statutory and regulatory guidelines. The sharing of these documents is not intended as an endorsement by HUD. These documents were created by organizations based on their specific needs and objectives, and they may reflect local laws and policies. PHAs are reminded that they must abide by and incorporate any state and local laws into their repayment agreements.***

**This is an important document. If you require interpretation, please call the telephone number below or come to our offices.**

Este es un documento importante. Si requiere de interpretación, por favor llame al número telefónico que aparece a continuación o acuda a nuestras oficinas.

這是一份非常重要的文件。如果您需要翻譯服務，請撥下面的電話或前往我們的辦公室

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Это важный документ. Если Вам требуется перевод, пожалуйста позвоните нам (телефонный номер ниже). Или придите в наш офис.

Đây là một tài liệu quan trọng. Nếu quý vị cần phiên dịch, vui lòng hãy gọi cho số điện thoại bên dưới hoặc đến các văn phòng của chúng tôi.

នេះ គឺជាឯកសារសំខាន់មួយ។ ក្នុងករណីលោកអ្នក ចាំបាច់ត្រូវមានការបកប្រែ

សូមម្ចាស់ផ្ទះរបស់លោកអ្នក ឬ អញ្ជើញមកទាក់ទងដោយផ្ទាល់នៅការិយាល័យយើងខ្ញុំ។

Sa a se yon dokiman enpòtan. Si ou bezwen entèpretasyon, tanpri rele nimewo telefòn ki anba la a oswa vini nan biwo nou.

Tani waa dhokomentii muhiim ah. Haddii aad rabto tarjumad, fadlan wac lambarka hoos ku qoran ama imow xafiisyadayada.

هذه وثيقة مهمة، وإذا كنت في حاجة إلى ترجمة فورية، يرجى الاتصال على رقم الهاتف المذكور أدناه أو أن تتفضل بالرجوع إلى مكتبنا. أين يك سند بسیار مهم است. اگر به ترجمه آن نیاز دارید، لطفاً با شماره تلفن زیر تماس بگیرید یا به دفتر ما مراجعه کنید.

(DATE)

(NAME, ADDRESS)

Dear \_\_\_\_\_:

We hope that this letter finds you and your loved ones healthy and safe.

As you are aware we have a pending Housing Court case against you with regard to your rental balance which is currently \$ \_\_\_\_\_. It is important that we speak about this issue now in an effort to come to an agreement about the repayment of the rental balance.

If we come to a resolution regarding a repayment plan, I will prepare an interim agreement that will include all of the important terms of a mutually agreeable repayment agreement.

I also want to talk to you about whether your household income has changed because of the COVID-19 health emergency. If you or a family member has been laid off, furloughed or discharged, you should report this to me immediately. Contacting me at the number below may result in a downward adjustment of your current rent and perhaps your arrears as well.

This letter's purpose is to offer you an opportunity to determine if you are eligible for a rent or household income adjustment and to pay down or eliminate your current rental arrearage. It is not an attempt to terminate your lease or to evict you. This letter, however, does not waive any prior lease termination notices or proceedings you may be subject to; it does not waive BHA's right to proceed with a new or pending summary process eviction action against you; and it does not operate to renew or create a new tenancy with you.

I will call you on \_\_\_\_\_ at \_\_\_\_\_m. to discuss possible adjustments to your rent and household income and the other terms of this letter. I look forward to speaking with you at that time. In the alternative, please feel free to contact me when you receive this letter at (617) 988-\_\_\_\_\_. Thank you.

Sincerely,

\_\_\_\_\_  
Property Manager

EXAMPLE



**Boston Housing Authority**  
 52 Chauncy Street  
 Boston, Massachusetts 02111-02375

**Important! Please have this notice translated immediately.**

Importante! Por favor haga traducir este aviso inmediatamente.  
 Importante! Fate tradurre questo avviso immediatamente.  
 Prè inpòtan! Fè tradui nòt sa a tousuit.  
 Important! Faites traduire cet avis immédiatement.  
 Important! Mande traduzir este aviso imediatamente.

**QUAN TRỌNG ! CẦN DỊCH CÁO THỊ NÀY LIỀN**

重要！請立刻將本通知翻譯成中文。

ສຳຄັນ! ຈົ່ງສົບແປ ການປະກາດນີ້ ໃຫ້ເປັນລັບ

Уважливий! Будь ласка перекладіть це повідомлення негайно українською мовою.

Προσοχή! Δώστε να σας μεταφράσουν αμέσως αυτή την ανακοίνωση.

සාධනීය! සුභසංචාරයක් සඳහා ප්‍රකාශනයක් සඳහා

Pilnai Proszę o niezwłoczne przetłumaczenie tego dokumentu.

Внимание! Немедленно обеспечьте перевод настоящего извещения!

VAŽNO!

PROSIM NAJ SE TO OBVESTILO TAKOJ PREVEDE!

ጥብቅ: ማሳሰቢያ ፣ እባክዎ ያህንን ማስታወቂያ ጸሁፍ ያስተርፉ::

Mahalaga! Paki-salin itong paunawa.

ВАЖНО! МОЛИМ ДА СЕ ОВО ОБАВЕШТЕЊЕ ОДМАХ ПРЕВЕДЕ!

VAŽNOI MOLIM DA SE OVA OBAVIJEST ODMAH PREVEDE!

• EQUAL HOUSING OPPORTUNITY • EQUAL HOUSING OPPORTUNITY • EQUAL HOUSING OPPORTUNITY •

**INTERIM AGREEMENT**

It is agreed by and between the undersigned tenant(s) and the Boston Housing Authority ("BHA") that the amount of rent or use and occupancy due and owing by the tenant(s) to the BHA on account of the rental of the premises at

**(Street address, apt. # city state zip)**

as of the date of this interim agreement, is: \$

It is further agreed that the tenant(s) shall pay to the BHA the full use and occupancy of \$ per month, or such amount as adjusted, on the first (1<sup>st</sup>) day of each month following the date of this interim agreement, and, in addition, shall at the same time pay the sum of \$ per month until the amount agreed above to be due and owing has been paid.

By making this interim agreement, the BHA does not waive any prior notices or proceedings to terminate the tenants/tenants' lease, it does not create a new tenancy, and does not waive the right to proceed with any summary process eviction action(s) pending against the tenant(s).

**Due to the Commonwealth of Massachusetts' statutory moratorium (effective April 20, 2020) on the entry of judgment for owners/landlords in pending non-emergency summary process eviction actions due to the COVID-19 public health emergency, the parties agree to negotiate and file an Agreement for Judgment in the Eastern Housing Court after the moratorium is lifted.**

Date:

BOSTON HOUSING AUTHORITY

Tenant(s)

By \_\_\_\_\_  
 (Manager's name)  
 Housing Manager

**Letter-NPM2**

and

**Manager's Agreement (Form NP-04 Agreement rv12/1/12)**

EXAMPLE

**This is an important document. If you require interpretation, please call the telephone number below or come to our offices.**

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這是一份非常重要的文件。如果您需要翻譯服務，請撥下面的電話或前往我們的辦公室

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នេះ គឺជាឯកសារសំខាន់មួយ។ ក្នុងករណីលោកអ្នក ចាំបាច់ត្រូវមានការបកប្រែ

សូមម្ចាស់ផ្ទះរបស់លោកអ្នកនេះមកកាន់ ឬ អញ្ជើញមកទាក់ទងដោយផ្ទាល់នៅការិយាល័យយើងខ្ញុំ។

Sa a se yon dokiman enpòtan. Si ou bezwen entèpretasyon, tanpri rele nimewo telefòn ki anba la a oswa vini nan biwo nou.

Tani waa dhokomentii muhiim ah. Haddii aad rabto tarjumad, fadlan wac lambarka hoos ku qoran ama imow xafiisyadayada.

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(DATE)

(NAME, ADDRESS)

Dear \_\_\_\_\_:

We hope that this letter finds you and your loved ones healthy and safe.

I would like to speak with you regarding your rental balance of \$\_\_\_\_\_. It is important that we speak about this issue now so we can resolve it informally and without the need for further discussion or legal consequences.

If we come to resolution, I will prepare a “Manager’s Agreement” that will include all of the important terms of our Agreement. As long as you and the BHA abide by the Agreement, this matter will be resolved (and there will be no further action taken in the absence of changed circumstances).

I also want to talk to you about whether your household income has changed because of the COVID-19 health emergency. If you or a family member has been laid off, furloughed or discharged, you should report this to me immediately. Contacting me at the number below may result in a downward adjustment of your current rent and perhaps your arrears as well.

This letter’s purpose is to offer you an opportunity to determine if you are eligible for a rent or household income adjustment and to pay down or eliminate your current rental arrearage. It is not an attempt to terminate your lease or to evict you. This letter, however, does not waive any prior lease termination notices or proceedings you may be subject to; it does not waive BHA’s right to proceed with a new or pending summary process eviction action against you; and it does not

operate to renew or create a new tenancy with you.

I will call you on \_\_\_\_\_ at \_\_\_\_\_m. to discuss possible adjustments to your rent and household income and the other terms of this letter. I look forward to speaking with you at that time. In the alternative, please feel free to contact me when you receive this letter at (617) 988-\_\_\_\_\_. Thank you.

Sincerely,

\_\_\_\_\_  
Property Manager

EXAMPLE



**BOSTON HOUSING AUTHORITY**  
 52 Chauncy Street  
 Boston, Massachusetts 02111-02375

**Phone: 617-988-4000**  
 TDD 1-800-545-1833 Ext. 42  
 www.bostonhousing.org

**AGREEMENT AS TO AMOUNT OF RENT ARREARAGE  
 AND SCHEDULE FOR REPAYMENT**

It is agreed by and between the undersigned tenant(s) and the Boston Housing Authority ("BHA") that the amount of rent due and owing by the tenant(s) to the BHA on account of the rental of the premises at

**(Street address, apt. #, city, state, zip)**

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as of the date of this agreement, is: \$ .

It is further agreed that the tenant(s) shall pay to the BHA the full use and occupancy of \$ per month, or such amount as adjusted on or by the day of each month following the date of this agreement and in addition shall pay the sum of \$ per month, on or by the of the month, until the amount agreed above to be due and owing has been paid.

By making this agreement, the BHA does not waive any prior notices or proceedings to terminate the tenant's or tenants lease or create any new tenancy. The BHA reserves the right and intends to continue eviction proceedings if the terms of this agreement are not complied with.

BOSTON HOUSING AUTHORITY

\_\_\_\_\_  
 Tenant(s)

By \_\_\_\_\_  
 (Manager's name)  
 Housing Manager

**Date:**



**Letter-NPM3**

and

**Manager's Agreement (Form NP-04 Agreement rv12/1/12)**

EXAMPLE

(This information is available in an alternative format upon request.)  
**Outstanding Rent Reminder ~ Please Read Entire Notice**

**BHA Lease states: Section 2 : Amount and Due Date of Rental Payments**

Resident agrees to pay the monthly rent of \$\_\_\_\_\_ in advance, on or before the 5th calendar day of each month beginning the date you signed your lease.

Resident  
Address

Date: \_\_\_\_\_  
Client ID: \_\_\_\_\_  
Unit #: \_\_\_\_\_

Dear Resident:

This notice is being sent to you as a reminder that according to our records you have an outstanding balance of \$\_\_\_\_\_.00.

You may or may not have paid your monthly rent this month, but our records indicate there is still a balance outstanding. If you have made this payment, thank you and please disregard this notice. You may also disregard this letter if you are up-to-date with a Management or Housing Court Agreement. However, if you have not paid your current or past due rent or you are behind on your repayment agreement, please make this payment of \$\_\_\_\_\_.00 on or before 01, 2020 to avoid additional rent collection notices.

This letter is also an invitation for you to notify me if your household income has changed because of the COVID-19 health emergency. If you or a family member has been laid off, furloughed or discharged, you should report this to me immediately by calling me at the number below. Calling me may result in a downward adjustment of your current rent and perhaps your arrears as well.

This letter's purpose is to offer you an opportunity to determine if you are eligible for a rent or household income adjustment and to pay down or eliminate your current rental arrearage. It is not an attempt to terminate your lease or to evict you. This letter, however, does not waive any prior lease termination notices or proceedings you may be subject to; it does not waive BHA's right to proceed with a new or pending summary process eviction action against you; and it does not operate to renew or create a new tenancy with you.

If you currently have an open or unresolved non-payment case in Housing Court; or if you were served with a notice to quit for non-payment prior to April 15, 2020, this letter does not apply to you and you may receive a separate follow-up letter regarding your rental arrearage case.

Please contact me at (617) 988-\_\_\_\_\_ to discuss possible adjustments to your rent and household income and the other terms of this letter. I look forward to assisting you with these matters. Thank you.

Sincerely,

Manager

EXAMPLE



**BOSTON HOUSING AUTHORITY**  
52 Chauncy Street  
Boston, Massachusetts 02111-02375

**Phone: 617-988-4000**  
TDD 1-800-545-1833 Ext. 42  
www.bostonhousing.org

**AGREEMENT AS TO AMOUNT OF RENT ARREARAGE  
AND SCHEDULE FOR REPAYMENT**

It is agreed by and between the undersigned tenant(s) and the Boston Housing Authority ("BHA") that the amount of rent due and owing by the tenant(s) to the BHA on account of the rental of the premises at

**(Street address, apt. #, city, state, zip)**

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as of the date of this agreement, is: \$ .

It is further agreed that the tenant(s) shall pay to the BHA the full use and occupancy of \$ per month, or such amount as adjusted on or by the day of each month following the date of this agreement and in addition shall pay the sum of \$ per month, on or by the of the month, until the amount agreed above to be due and owing has been paid.

By making this agreement, the BHA does not waive any prior notices or proceedings to terminate the tenant's or tenants lease or create any new tenancy. The BHA reserves the right and intends to continue eviction proceedings if the terms of this agreement are not complied with.

BOSTON HOUSING AUTHORITY

\_\_\_\_\_  
Tenant(s)

By \_\_\_\_\_  
(Manager's name)  
Housing Manager

**Date:**