



818 South Flores Street | San Antonio, Texas 78204 | 210-477-6262 | www.saha.org

### REQUEST FOR EARLY RELEASE

Early Release will be granted to those who qualify:

- Requests for Early Release will **not** be granted for individuals in the first year of their lease agreements, unless under Fair Housing Requirement or SAHA HQS Landlord termination.
- Valid supporting documentation is required for your request.
- If the landlord has approved, the landlord must be informed in writing of your intention and reason for seeking an Early Release.

Participant Name: \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING INFORMATION AND RETURN TO CUSTOMER SERVICE REPRESENTATIVE.**

Write a brief explanation of your reason for requesting an Early Release:

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Indicate the documentation you have to support your request by checking the appropriate box:

- |  |   |
|--|---|
| <input type="checkbox"/> Police report   | <input type="checkbox"/> A copy of the letter to the landlord stating your concerns and requesting to be released from your agreement |
| <input type="checkbox"/> Letter Statement(s) from a medical professional                 | <input type="checkbox"/> Copy of the Judgment   |
| <input type="checkbox"/> A copy of the letter from the landlord agreeing to your release |   |

Have you informed the landlord of your intention to request an Early Release from SAHA?  Yes  No

Is the landlord in agreement?  Yes  No

Have you completed the full first year of your lease agreement at your unit?  Yes  No

**I hereby certify that all information provided in this document is true and correct to the best of my knowledge.**

Participant Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please attach copies of documentation supporting your request**



The following person has been designated to coordinate compliance with the nondiscrimination requirement contained in HUD's regulations implementing Section 504: Benjamin Lugg, 818 South Flores, San Antonio, Texas 78204.