

INSTRUCTIONS

HOME LINE FORM LETTERS

1. Fill out the appropriate letter. If you need help filling out the letter, call HOME Line @ 612-728-5767 in the metro area or 866-866-3546 if you are long distance, and a tenant advocate will be happy to help you.
2. Make sure you sign the letter and date the letter.
3. Make a copy of the letter after you sign and date it. Keep it for your personal file.
4. Send the original request by first class mail (a regular stamp) to the landlord or property owner (whoever you pay rent to or is named on the lease).
5. The letter you filled out gives your landlord a certain number of days to respond. Allow your landlord that amount of time to reply to your request.
6. If the landlord or property owner fails to comply with your request, call HOME Line back and a tenant advocate will discuss other options.