



# NORTHAMPTON HOUSING AUTHORITY

*This is an important document. Please let us know if you need help with translation.  
Este es un documento muy importante. Por favor déjeme saber si necesita ayuda con la traducción*

## REQUEST FOR CONFERENCE

This is a request for an informal conference, if you disagree with the decision of informal conference we will schedule a hearing with our grievance panel.

**Date of Request:** \_\_\_\_/\_\_\_\_/\_\_\_\_

### Tenant/Applicant Information

First Name		Property:	
Last Name		Unit #	
Email Address		Phone #	
Address (if applicant)			

### Reason for Request

**Rent Conference**

- Were you served a 14 Day Notice to Quit?     Yes     No
- Reason for Late Payment: \_\_\_\_\_
- Proposed Payment Agreement
  - Monthly Payment: \_\_\_\_\_ Number of Months \_\_\_\_\_

**Lease Termination**

- Maintenance Repair Issue:** What is the issue and what steps, if any, have you taken to resolve it (please provide details, such as date and numbers of any service orders):

\_\_\_\_\_

\_\_\_\_\_

**Application for Admissions Denial**

**Transfer Application Denial**

**Disagreement with Rent Calculation**

**Other:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Date

