

[REDACTED]
303 North First St., Apt. [REDACTED]
Fairfield, Illinois 62837
[REDACTED]

Date: April 19, 2026

Via hand-delivery and email

To:

Kim Musgrave, Executive Director
Housing Authority of the County of Wayne
303 North First Street
Fairfield, Illinois 62837

Re: Response to 30-Day Notice of Lease Termination (Apt. [REDACTED])

Dear Ms. Musgrave:

I am writing in response to the "30-Day Notice of Lease Termination" dated April 16, 2026, that you issued to me regarding my tenancy at 303 North First St., Apt. [REDACTED] Fairfield, Illinois. This response is being submitted within three days of the date of your notice. I dispute the allegations in that notice and object to the attempted termination of my tenancy.

None of the matters listed in the notice were ever previously presented to me as written lease-violation notices with an explanation of my HUD grievance rights or a meaningful opportunity to grieve them individually. Instead, management has bundled multiple unproven accusations into a single termination notice, bypassing the grievance procedure required by 24 CFR Part 966 and the Housing Authority's own policies.

I further object that the Housing Authority is attempting to terminate my tenancy using allegations that have never been properly processed through a valid, HUD-compliant grievance procedure. To date, a sitting Resident Commissioner has repeatedly requested proof that any grievance procedure was ever formally adopted by the Board of Commissioners, and the Housing Authority has not produced a Board resolution, minutes, or agenda showing that adoption as required by 24 CFR Part 966. Nor has the Housing Authority shown that any such grievance procedure was incorporated into my lease or provided to me in the manner HUD requires.

I am also informed that only recently did the Board "nominate" a list of proposed grievance hearing officers, and that there is no evidence this method or list was developed in

compliance with HUD's requirements for selecting impartial hearing officers with resident participation. HUD regulations require that the method for selecting hearing officers be set out in the grievance procedure and that resident organizations be consulted on that method and on appointments. Until the Housing Authority can show that it has: (1) lawfully adopted a grievance procedure by Board action; (2) incorporated that procedure into tenant leases and provided it to tenants; and (3) established a HUD-compliant method for selecting impartial hearing officers with resident input, there is effectively no functioning HUD-compliant grievance system available to me.

In light of the above, I formally request that you provide me with the following records:

1. A copy of the grievance procedure the Housing Authority claims applies to my tenancy.
2. The Board resolution, Board minutes, and meeting agenda for the meeting at which that grievance procedure was adopted, including any tenant-comment process described or considered.
3. Any subsequent Board resolutions, minutes, and agendas reflecting amendments to the grievance procedure or adoption of any list or method for appointing grievance hearing officers.
4. Any documents showing consultation with the Resident Advisory Board or other tenant organizations regarding the method of selecting grievance hearing officers or approval of a list of hearing officers.

Regarding the three non-rent allegations listed in your notice – (1) “disturbing notes” on [REDACTED] door, (2) alleged stealing of items from [REDACTED] door, and (3) alleged “threatening and intimidating comments” to residents and staff – I address these strictly on process. I was never given prior written lease-violation notices for any of these issues that identified the specific conduct, referenced the lease sections at issue, and clearly explained my grievance rights and how to exercise them. I understand that I was recently arrested in connection with one of these accusations, but I have not been convicted of any offense, and the Housing Authority has not provided me with any criminal record, court disposition, or other documentation and an opportunity to dispute its accuracy, as HUD requires when criminal activity is used as a ground for termination. There have been no prior findings through any grievance hearing, and none of these items has ever been properly presented or adjudicated through a valid grievance procedure.

Despite this, the Housing Authority is attempting to bundle these unadjudicated accusations into a single 30-day notice of lease termination. In this letter, I am not arguing

the substance of the allegations; I am objecting to the lack of a valid, functioning grievance process and the failure to provide prior notice and an opportunity to grieve each matter before using them as grounds to terminate my tenancy.

Your notice also states that my account balance as of April 16, 2026, is \$342.00, that my last payment was March 10, 2026, and that my income-based rent is \$322.00 per month. I request a full, itemized ledger showing all charges, credits, late fees (if any), and payments on my account. I have not received any proper rent-demand notice that explains my right to cure the alleged non-payment, nor any prior rent-related lease-violation notice with grievance information. Once I am provided an accurate ledger, I am willing and able to address any legitimate balance and to dispute any errors.

Please treat this letter as a formal request for a grievance regarding the proposed termination of my tenancy. I ask that you provide the records listed above, as well as all documents you rely on for this termination (incident reports, police reports, any court orders, my full rent ledger, and any criminal records), and that you schedule an informal settlement and, if needed, a grievance hearing in accordance with a HUD-compliant grievance procedure. Under HUD rules, I am entitled to adequate written notice of the specific grounds for termination, access to the evidence being used against me, and an opportunity for an informal settlement and, if necessary, a grievance hearing before my tenancy is terminated.

I am providing this response to you both by hand-delivery and by email. Please send all

you believe any of the requested documents are unavailable, please state in writing which documents you cannot provide and the reason why.

I respectfully request written confirmation that this grievance request has been received and that my tenancy will remain in place pending completion of the grievance process.

Sincerely,

/s/ [REDACTED]
Tenant, Apt. [REDACTED]