

██████████
303 North First Street, Apt. ██████████
Fairfield, Illinois 62837

Date: 8/5/2026

Via hand delivery (drop box) and email
Housing Authority of the County of Wayne, Illinois
303 North First Street
Fairfield, Illinois 62837
Email: wayneha@midwest.net

Re: Timely Request for Grievance Hearing / Demand for Documentation

Notice Date: July 27, 2026

Service Date: July 27, 2026

To Whom It May Concern:

Please accept this letter as ██████████ timely written request for a grievance hearing concerning the Notice of Lease Termination dated July 27, 2026. Mr. ██████████ disputes the validity of the notice and specifically objects to the asserted method of service.

The lease is explicit. Section 13, "Legal Notices," provides that notice is sufficient only if delivered personally to the tenant, delivered to an adult member of the household residing in the dwelling unit, or sent by prepaid first-class mail properly addressed to the tenant. The record of service instead states that the notice was merely posted on the main door of the premises, allegedly because no one was in actual possession of the unit. That is not compliance with Section 13. It is facially defective service and an improper basis for termination.

Accordingly, Mr. ██████████ demands that the Housing Authority provide, in writing, within a reasonable time, confirmation of whether it intends to proceed with the termination and grievance hearing with the current defects. If the Housing Authority intends to proceed, it must immediately produce electronically all documents, records, notes, photographs, logs, internal communications, witness statements, and other materials it expects to rely upon at the hearing, together with any regulations or policy provisions it contends are relevant to its position. Mr. ██████████ also demands that no evidence be withheld and then later introduced at hearing in violation of his right to inspect directly relevant materials before the hearing. See 24 C.F.R. § 966.56(b)(1).

Mr. ██████████ further demands that the Housing Authority identify, in advance, the hearing officer assigned to this matter and confirm that the officer is impartial and satisfies the requirements of 24 C.F.R. § 966.56(a). If the proposed hearing officer participated in, approved, ratified, or otherwise had any role in the decision under review, or is subordinate to any such person, Mr.

██████████ will object and reserve all rights to challenge the assignment and the fairness of the proceeding.

Mr. ██████████ expressly reserves the right to request additional documents, to supplement his position, to challenge the sufficiency of the notice and service, to cross-examine witnesses, to contest the admissibility and reliability of the Housing Authority's evidence, and to raise any and all procedural and substantive objections permitted by the lease, the grievance procedure, prejudice, and applicable law. Nothing in this correspondence waives any right, defense, objection, or argument.

██████████ also authorizes ██████████ to act as his representative for purposes of communication with the Housing Authority, document requests, scheduling, and all other matters related to this grievance proceeding, pursuant to 24 C.F.R. § 966.56(b)(2).

Mr. ██████████ further requests that all future communications, including any hearing notice, document production, and proposed exhibits, be transmitted electronically to the extent permitted, and in writing to both himself and his advocate. If the Housing Authority contends any additional step is required to perfect this request, it should state that position immediately and in writing.

Sincerely,

/s/ ██████████