

**RE: Notice of Protection Pursuant to Indiana Code 32-31-9
Lease Termination/Lock Change Request**

Dear Sir or Madam:

This letter is written on behalf of _____ (hereafter “protected individual”), who is a protected individual as defined by Indiana Code 32-31-9-7. Enclosed, please find the following documents in support of this request:

1. A civil protective order or criminal no-contact order;
2. A victim safety plan recommending relocation (issued by an accredited domestic violence or sexual assault program and dated within the last 30 days);

Lease Termination

Please accept this letter as formal notice that the protected individual is hereby terminating his/her lease agreement with you pursuant to Indiana Code 32-31-9-12. As required by Indiana law, agrees that he/she will owe your complex a pro-rated rental payment of _____ through _____, which is 30 days from the date of this letter. The protected individual requests that you provide him/her with an invoice at the beginning of the month following delivery of this letter with a pro-rated amount of rent due through that date.

This lease termination notice is supported by the enclosed safety plan that we prepared on behalf of the protected individual, which recommends that he/she relocates for their safety.

Lock Change

This letter _____ does _____ does not request that you change the locks to the leased property pursuant to Indiana code 32-31-9-9, under the following conditions:

The perpetrator is a co-tenant, requiring a lock change within 24 hours of your receipt of this notice.

The perpetrator is not a co-tenant, requiring a lock change within 48 hours of your receipt of this notice.

Not applicable.

If the timeline above is met, you may charge the protected individual’s account for the reasonable costs of this lock change. If this timeline is not met, the protected individual may change the locks

themselves and charge your complex for the reasonable costs in doing so pursuant to Indiana Code 32-31-9-11.

Please note that the protected individual is entitled to the return of their security deposit as if their lease had expired under its own terms pursuant to Indiana Code 32-31-9-12(e). To that end, your office will be provided with a forwarding address at the time of move-out, which we trust you will hold in confidence for the continued safety of the protected individual.

Thank you for your cooperation in this matter and please do not hesitate to direct any questions or concerns to the undersigned at:

Email:

Phone:

Sincerely yours,

Enclosure(s)