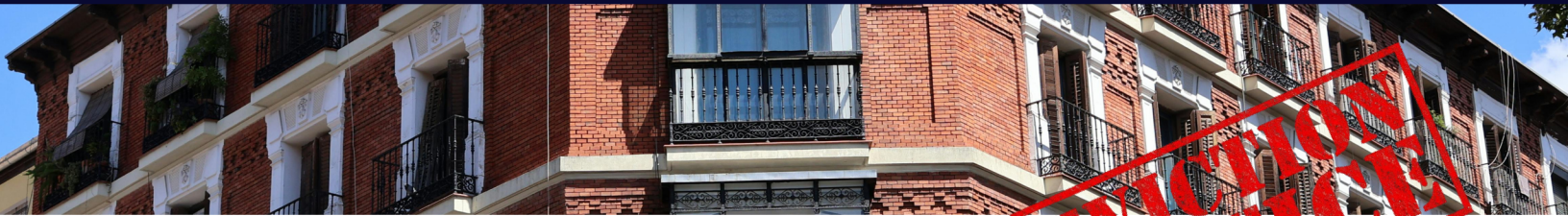


Springfield Housing Authority

LANDLORD LEARNING LAB



Understanding Notices: What to Submit for 30-Day Notice

What it is.

In Illinois, a 30-Day Notice is typically used to end a month-to-month tenancy, allowing either the landlord or tenant to terminate the rental agreement with at least 30 days' written notice.

Process at a Glance

1. Issue a written 30-Day Notice to tenant, clearly stating the move-out date.
2. Provide a copy of the 30-day notice to the Springfield Housing Authority (SHA).
3. Tenant vacates on or before the date listed unless both parties agree otherwise.
4. Tenants must bring their copy of the 30-Day Notice to their HCV Specialist at SHA during walk-in times:

- **SHA Walk-In Hours:**
- Mondays: 1 PM – 4 PM
- Wednesdays: 8:30 AM – 11:00 AM & 1 PM – 4 PM

Tip of the Week

Illinois requires 30 days' written notice for month-to-month termination.

