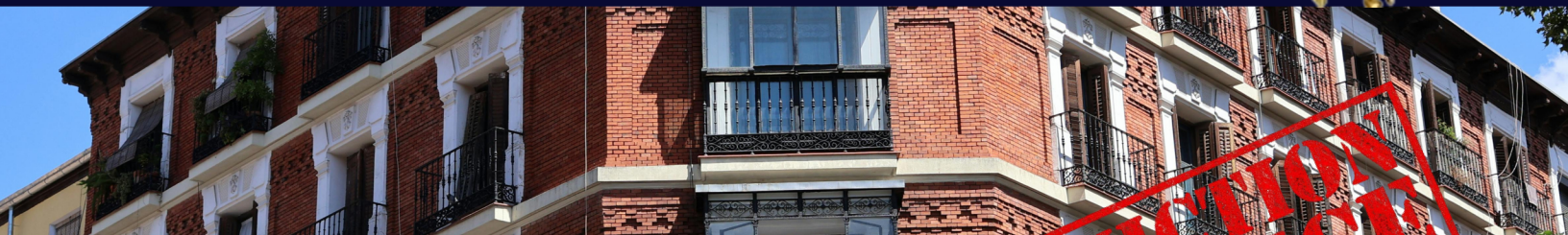


Springfield Housing Authority

LANDLORD LEARNING LAB



Understanding Notices: What to Submit for 5-Day Notice

What it is. In Illinois, a 5-Day Notice is a written demand for full payment of past-due rent that gives the tenant not less than five days to cure; it must include the statutory warning that only full payment waives the landlord's right to terminate under the notice.

Under the HUD Housing Assistance Payments (HAP) Contract and Tenancy Addendum, landlords are required to provide SHA with a copy of any eviction notice given to a Housing Choice Voucher tenant.

Process at a Glance

1. Issue and serve a compliant 5-Day Notice using a lawful service method.
2. Allow the full 5-day cure window for full payment of the amount demanded.
3. If cured, the tenancy continues; if not, the owner may pursue next legal steps consistent with the lease/HCV Tenancy Addendum and program rules.
4. Landlords must submit a copy of the 5-Day Notice as soon as it is served to the tenant.
5. Tenant will bring in notice to their HCV Specialist during Walk-In Hours
 - **SHA Walk-In Hours:**
 - Mondays: 1 PM – 4 PM
 - Wednesdays: 8:30 AM – 11:00 AM & 1 PM – 4 PM

