

**Norwood Housing Authority  
40 William Shyne Circle  
Norwood, Massachusetts 02062**

**Stephen W. Merritt – Executive Director  
William J. Plasko – Deputy Executive Director  
Jayne Chen – Leased Housing Administrator**

**Mary Lou Fitzpatrick – Chairwoman  
Patricia Griffin Starr – Vice Chairwoman  
Phyllis McDonough – Assistant Treasurer**  
**Anne White Scoble – Treasurer  
John Hayes – Commissioner**

---

TO: The Norwood Housing Authority

FROM: Resident \_\_\_\_\_

Address: \_\_\_\_\_

This is to notify the Norwood Housing Authority that:

Name of member \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number \_\_\_\_\_

is no longer living at the above address. This request is to remove the above named household member from the lease that I have with the NHA.

Signed: \_\_\_\_\_  
Resident

Received by: \_\_\_\_\_  
for the Norwood Housing Authority

Date: \_\_\_\_\_

Please answer the following questions:

1.) Please provide the new address of the member being removed.

\_\_\_\_\_  
Street and Apartment # (if any)

\_\_\_\_\_  
City, State, and zip code

CC: Tenant File