

# NOTICE OF INTENT TO VACATE



## HOW TO USE THIS NOTICE OF INTENT TO VACATE:

If you have **not** completed your initial lease term, you **must** have your current landlord complete & sign the bottom portion of this notice. You **must also provide** a written explanation of why you need to move before your lease term ends, **and provide** verification that supports your explanation.

If you **have** completed your current lease term, use **one** of the following methods to notify your landlord:

- 1) Have your current landlord complete & sign the bottom portion of this notice.
- 2) Complete this notice with a move-out date that is at least 30 days in the future, and in accordance with the terms of your lease. Send the white copy of this notice to your current landlord by Certified Mail.

You must write one move-out date below, indicating the month, day, and year. If you put more than one or no move-out date your request **will** be denied. If you alter this notice after your landlord signs or after you send it by Certified Mail, your request **will** be denied. OHA will verify your notice with your landlord.

You **must** submit to OHA: the pink copy of this notice, a completed "Request for Transfer or Portability" Packet, and all required documents as listed on the "Preparing for your Family's Request to Move" sheet. If you send this notice by Certified Mail, submit a copy of the entire Certified Mail Receipt, which **must** be filled out completely & postmarked.

**To be completed by Tenant:** ALL BLANK SPACES MUST BE FILLED OUT Client #: \_\_\_\_\_

I, \_\_\_\_\_, hereby notify \_\_\_\_\_  
(Tenant's name) (Landlord / Agent's name)

of my intent to vacate my subsidized unit, \_\_\_\_\_,  
(Tenant's current street address)

on \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_.  
(Month) (Day) (Year)

*As the Tenant, I understand the following:*

- This notice must be in accordance with the tenant termination of tenancy provision of my tenant/landlord assisted lease.
- I **must** fulfill my program obligations, including paying my rent on time until my family moves out of the unit.
- If my family remains in the unit after a housing assistance payment contract has begun for a new unit, I will be responsible for paying the entire contract rent for the old unit. If my belongings remain in the unit after my family moves out or after a housing assistance payment contract has begun for a new unit, I will be responsible for paying the entire contract rent for the old unit.
- Once my family moves out of the unit, I **must** notify OHA in writing, indicating the date we actually vacated.
- If my family decides not to move out of the unit, I **must** notify the landlord **and** OHA in writing.

\_\_\_\_\_  
(Tenant's signature) \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_  
(Date Tenant signs this notice)

**To be completed by Landlord / Authorized Agent (or left blank if the tenant sends this notice by Certified Mail):**

*As the Landlord/Authorized Agent, I understand the following:*

- Once the family moves out of the unit, I understand that payments from the Housing Authority will cease.
- The family may decide not to move out of the unit, and will notify me in writing

I, \_\_\_\_\_, hereby acknowledge receipt of this notice,  
(Landlord / Agent's name) and **agree to the move-out date indicated above.**

\_\_\_\_\_  
(Landlord / Agent's signature) \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_  
(Date Landlord / Agent signs this notice)