THIRTY (30) DAY NOTICE TO VACATE

TO:_____ DATE:_____
OWNER / AGENT NAME

_____
ADDRESS

_____

Please be advised of my intent to vacate the property located at:

_____
Address Apt.# City Zip Code

The property will be vacated on _____/_____/_____
Date of move-out

_____ _____
Tenant Name Forwarding Address

_____ _____
Tenant Signature Date

For Use by Owner / Agent

I certify that I am the legal owner or owner's agent of the above property and that I have received this THIRTY DAY NOTICE TO VACATE.

_____ _____
Signature of Owner or Agent Date Received

OWNER/AGENTS – IMPORTANT INFORMATION – PLEASE READ!!!!

If the vacate date is not the last day of the month, the Housing Assistance Payment (HAP) due for the vacate month will not be released until after the unit is vacated. At that time the HAP will be prorated for the actual number of days of residence including the vacate date stated herein. In the event that the tenant does not move out, collection of any rent beyond the stated vacate date will be the responsibility of the owner/agent.

MOVE-OUT INSPECTION- Damage claims will not be processed by the Housing Authority in cases where a move-out inspection has not been requested by an owner/agent within 2 business days after the move-out. To schedule a move-out inspection, please contact a Housing Authority inspector at 649-2451.