

# NOTICE OF INTENT TO VACATE

**ALL BLANK SPACES ON THIS FORM MUST BE FILLED OUT**

**HOW TO USE THIS FORM:** If you have occupied your current residence for longer than your initial lease term (more than one year), you will need to complete and sign the top portion of this form.

You have two choices for how you notify your landlord of your intent to move:

- 1.) Have your current landlord complete & sign the bottom portion of this form.
- 2.) Send the white copy of this form to your current landlord by Certified Mail.

Do **NOT** alter this form after your landlord has signed or you have sent the form Certified Mail. Altered or incomplete forms may cause your Transfer Voucher (TV) request to be denied. Failure to provide one exact move-out date will cause your TV request to be denied. OHA verifies your Notice with your landlord.

You must submit to OHA: the pink copy of this form, a copy of your entire Certified Mail Receipt (filled out completely & postmarked) if you sent the Notice Certified Mail, a completed Request for Transfer or Portability Form, and all of the Required Documents listed on Page 1 of that form.

Client #: \_\_\_\_\_

*To be completed by Tenant:*

Dear \_\_\_\_\_,  
(Landlord's name)

DATE: \_\_\_\_\_, 20\_\_\_\_\_  
(Date that you notify your landlord)

\_\_\_\_\_  
(Landlord's street address)

\_\_\_\_\_  
(Landlord's city, state, & ZIP Code)

I hereby inform you of my intent to vacate the property at \_\_\_\_\_  
(Tenant's current street address)

Oakland, California \_\_\_\_\_, on \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_  
(Tenant's ZIP Code) (Month) (Day) (Year) which

is at least thirty (30) days from the date of this notification. This notification is in accordance with the Tenant Termination of Tenancy provision of the Tenant/Landlord Assisted Lease.

\_\_\_\_\_  
(Tenant's signature)

\_\_\_\_\_  
(Tenant's phone number)

*To be completed by Landlord (or left blank in the case of Certified Mailing):*

## ACKNOWLEDGEMENT

I, \_\_\_\_\_, hereby acknowledge receipt of this notification, and **agree**  
(Landlord's name)

**with the move-out date indicated above.**

\_\_\_\_\_  
(Landlord's signature)

DATE: \_\_\_\_\_, 20\_\_\_\_\_  
(Date landlord signs this notice)