NOTICE OF INTENT TO VACATE



HOW TO USE THIS NOTICE OF INTENT TO VACATE:

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

If you <u>have</u> completed your current lease term, use <u>one</u> 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 <u>will</u> 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 <u>must</u> 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.

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|---|---|--|--|--|--|--|---|--|--|---|---|
| (T | enant's na | me) | | , | J. J | , | (1 | _andlord / | Agen | 's name) | |
| f my intent to vac | cate my su | bsidized un | nit, | | | | | | | | |
| , | , | | , | | | (Ter | nant's curre | ent street a | addre | ss) | |
| n | | (Day | | / 20 | | | | | | | |
| (Month) |) | (Da _j | y) | | (Year) | | | | | | |
| As the Tenant, I | understan | d the follow | ving: | | | | | | | | |
| This notice assisted length | | accordanc | ce with t | he ten | ant termir | ation o | of tenancy | provision (| of my | tenant/la | ndlord |
| ➤ I <u>must</u> fulfil | l my progi | am obligation | ons, inc | luding | paying m | y rent c | n time unt | il my famil | y mo\ | es out of | the unit. |
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| moves out paying the Once my fa | or after a lentire con amily move | nousing ass ract rent for es out of the | contrac sistance or the old e unit, I <u>r</u> | et rent f payme d unit. must n | or the old ent contra | unit. I ct has | f my belon begun for ing, indica | gings remains a new unit | ain in , I will | the unit a be response actually | after my fami onsible for |
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