

VACATE NOTICE

TENANT _____

PROJECT NUMBER _____ APARTMENT NUMBER _____

This is to notify Authority that my apartment will be vacated as of _____.

Tenant will return all keys to apartment no later than the above date. If tenant returns keys sooner, it is agreed that rent will still be calculated to above date or to vacate notice date as specified in Lease. If tenant does not remove all belongings and return all keys by the above vacate date, then rent will continue to be charged until all belongings are removed and keys returned and Authority is so informed in writing.

If all belongings are not removed, or keys not returned by vacate date, and Authority has not received any further notice from tenant, then belongings will become the property of the Authority as of 10 days after Notice of Abandonment is sent by Authority to tenant in accordance with Lease.

I direct that after the above vacate date, all correspondence from the Authority be sent to me at the following address:

Tenant Signature

Date

Authority Staff

Date

COPY TO TENANT _____

WRITTEN NOTICE FROM TENANT RECEIVED _____

IF NO WRITTEN NOTICE RECEIVED HOW WERE WE NOTIFIED? _____

REASON FOR VACATE

REASON FOR VACATING THE UNIT:

WHAT AREA IS THE TENANT MOVING TO?

ARE THEY MOVING TO ANOTHER LOCAL COMPLEX? IF SO WHICH ONE?

WOULD THE TENANT CONSIDER LIVING WITH THE HOUSING AUTHORITY AGAIN?
