

## **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

*Staff Use Only:*

**COPY TO TENANT** \_\_\_\_\_

**WRITTEN NOTICE FROM TENANT RECEIVED** \_\_\_\_\_

**IF NO WRITTEN NOTICE RECEIVED HOW WERE WE NOTIFIED?** \_\_\_\_\_

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**REASON FOR VACATE**

REASON FOR VACATING THE UNIT:

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WHAT AREA IS THE TENANT MOVING TO?

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

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WOULD THE TENANT CONSIDER LIVING WITH THE HOUSING AUTHORITY AGAIN?

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