

# INTENT TO VACATE

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Name: \_\_\_\_\_ Date of Notice: \_\_\_\_\_

Address: \_\_\_\_\_ AMP #: \_\_\_\_\_ Unit: \_\_\_\_\_

I, \_\_\_\_\_, hereby serve notice of my intent to vacate the

above unit on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  EVICTED

**Reason for Leaving:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**New Mailing Address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Resident: \_\_\_\_\_ Date: \_\_\_\_\_

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We understand that our deposit will be refunded as agreed, less past due unpaid charges, if any, after we have moved out completely and returned possession of the premises to the management, as long as we leave the residence in clean and safe condition with the keys returned by the end of the Housing Authorities business day.

We understand that our Lease states that we have agreed to a 30 day written notice to vacate. We understand that we are responsible for paying rent through the end of the term agreed to in the Lease or until another tenant is approved by the management and has taken occupancy, whichever happens first. As we have agreed in our Lease, we will make the premises accessible to show to prospective tenants reasonable times, whether we are present or not.

\_\_\_\_\_ Initial

### ACCOUNTING

Lease start date: \_\_\_\_\_ Move-out date: \_\_\_\_\_

### CREDITS

DEPOSITS: Security: \_\_\_\_\_  
Interest: \_\_\_\_\_  
Pet: \_\_\_\_\_

**TOTAL CREDITS:** \_\_\_\_\_

\* RENT OWED: \_\_\_\_\_

DAMAGES/CLEANING: \_\_\_\_\_

OTHER: \_\_\_\_\_

**TOTAL DEDUCTIONS:** \_\_\_\_\_

**TOTAL DUE RESIDENT:** \_\_\_\_\_

**TOTAL DUE PHA:** \_\_\_\_\_

\* rent owed is for rent only