

# NOTICE OF INTENT TO VACATE

Date: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Unit Address: \_\_\_\_\_  
\_\_\_\_\_

**This constitutes the tenant's written notification of their intention to vacate the above rental unit effective: \_\_\_\_\_ (MOVE-OUT DATE)**  
*(Must be the last day of the month)*

Owner/Landlord Name: \_\_\_\_\_

By signing below, the tenant and the owner certify that the tenant:

- Has provided a copy of this written 30 to 60-day notice to the landlord.
- Is not bound by a current lease as of the Move-Out Date noted above.
- Does not owe to the owner/landlord any money for outstanding rent, deposits, etc., or that payment arrangements have been made that are satisfactory to the owner/landlord of the property or his/her agents.

\_\_\_\_\_  
Participant (Tenant) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Landlord Signature

\_\_\_\_\_  
Date

Housing Agency Only:

Received by: \_\_\_\_\_ Date received: \_\_\_\_\_ Move-Out Processed: \_\_\_\_\_ Appointment date/time: \_\_\_\_\_