

NOTICE TO VACATE

I, _____, hereby serve notice of my intent to vacate my unit located at:
_____. I fully understand that I must provide my landlord with the proper notice as indicated in my lease agreement, along with providing a 30-day notice to vacate to the Liberty Housing Authority before a voucher and moving packet will be issued. I further understand that it is my responsibility to remain current on rent and utilities and failing to do so could prevent my ability to move and/or jeopardize my assistance. I will be vacating my unit on _____.

Signature of Head of Household

Date

Phone number

For Landlord to Complete

I acknowledge that my tenant, listed above, has given proper notification of intent to vacate. I understand that my tenant is: (mark all that apply)

___ Vacating the unit at the end of lease term: _____

___ Breaking lease as of: _____

___ Tenant is in good standings

___ Tenant is not in good standings: reason: _____

I agree that my tenant is currently in good standing and owes no outstanding rent or utilities. I understand that it is my responsibility to enforce my lease if there is any breach of the agreement/lease on behalf of the tenant. I further understand that all HAP payment will cease as of aforementioned vacate date.

Landlord Signature

Date

Phone number