METROPOLITAN HOUSING ALLIANCE

Housing Choice Voucher Department, 1007 S. Arch St., Little Rock, AR 72201

Phone (501) 340-4821   FAX (501) 340-4714

TENANT NOTICE TO VACATE

NOTE: All moves are subject to MHA approval. **Completing this form does not constitute approval. MHA will NOT change the move out date if a rescind notice to vacate is not provided to MHA within 10 days of the vacate date of this notice.**

RESTRICTIONS ON MOVES

- Families will not be permitted to move more than once in a 12-month period.
- The family has violated a family obligation.
- The family owes the MHA money.
- The family was issued a voucher to relocate within the previous 6 months

NOTICE REQUIREMENTS

- The family must give the owner the required number of days written notice of intent to vacate specified in the lease and must give a copy to the MHA's simultaneously. The minimum written notice of intent to vacate is **30** days. *Exception is the move is due to VAWA or abatement.

OTHER MOVE REQUIREMENTS

- A move within the same building or project, or between buildings owned by the same owner, will be processed like any other move except that there will be no overlapping assistance.
- In a move, assistance stops at the old unit at the end of the month in which the tenant ceased to occupy. If the tenant moves in a new unit before the month of the move-out date on this notice, the tenant may be held responsible for the total rent of the old unit for that month. HUD does not allow a housing authority to pay subsidy on behalf of a single family for more than one month.
- If the family does not locate a new unit, they may remain in the current unit so long as the owner and tenant provide the MHA with written documentation no later than 10 days after the move-out date. The tenant will not be issued a voucher to relocate during the following 6 months.

Unit address: _____

I herby give written notice to vacate my unit listed above on the last day of _____ (month) _____(year).

_____	_____
TENANT NAME (PRINT)	TENANT'S SIGNATURE DATE
_____	_____
LANDLORD NAME (PRINT)	LANDLORD SIGNATURE DATE

1/6/2020