



**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 continuance 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.

**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 hereby 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