



PHONE: FAX:

OFFICE USE ONLY	
FORM #:	133
HOUSEHOLD ID:	
TICKLER #:	
EFFECTIVE DATE:	

## NOTICE OF INTENTION TO VACATE

DATE: \_\_\_\_\_

NAME	ADDRESS	UNIT #

As required under terms of my lease I hereby give written notice of my intention to vacate the premises listed above, and to return all keys to HOUSING AUTHORITY AREA OFFICE on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

FORWARDING ADDRESS: \_\_\_\_\_

Reason for vacating: \_\_\_\_\_

### I UNDERSTAND THAT:

- Fifteen (15) days written notice is required and in lieu thereof rent will be charged for that period.
- Rent will be charged until premises are COMPLETELY VACATED and KEYS are returned to HOUSING AUTHORITY AREA OFFICE.
- I will be charged with cleaning, painting, damages or loss, beyond ordinary wear and tear, INCLUDING the picking up and disposal of refuse or belongings left inside or outside the premises in accordance with the Housing Authority's schedule of Maintenance Charges.
- Refunds and/or a statement/estimate of charges will be mailed to me at my last known address within 21 days after the Housing Authority determines I have vacated.
- Pre-vacate** inspections may be made at the option of the Housing Authority, or Tenant. If I wish to participate in the pre-vacate inspection, I must notify the management office when I turn in this notice.
  - I wish to participate in the pre-vacate inspection.
  - I **do not** wish to participate in the pre-vacate inspection.
- If I wish to participate in the vacate inspection, I must notify the management office when I turn in this notice. Also, I understand the inspection will be scheduled as soon as keys are turned in. Unless other arrangements are made with management, if keys are returned in the morning, inspection will be in the afternoon. For keys returned in the afternoon, inspection will be in the following morning. Inspections will be held between the hours of 9:00 A.M. and 3:00 P.M.
  - I wish to participate in the vacate inspection.
  - I **do not** wish to participate in the vacate inspection.

TENANT	DATE	MANAGEMENT	DATE
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OFFICE USE ONLY			
DATE KEYS RECIEVED _____	# OF KEYS _____	RECEIVED BY: _____	
	Unit Keys: _____	WORK ORDER #: _____	
DATE ACTUALLY VACATED _____	Mail Keys: _____		
DATE INSPECTION HELD _____	Key Cards: _____		
	Other: _____		
DATE RE-RENTED _____	CHARGE DWELL RENT THRU _____		
COMMENTS: _____			