



## INTENT TO VACATE

Tenant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Rental Address: \_\_\_\_\_

Are you moving to another unit within a Housing Authority?      YES      NO

### TO the above Tenant and all others in possession of the above premises:

MOVE OUT DATE: \_\_\_\_\_

You are vacating for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

New Address/Forwarding Address: \_\_\_\_\_

\_\_\_\_\_

### It is understood that:

1. The Tenant is responsible for all repairs and cleaning to restore the above premises to move-in condition (after accounting for normal wear and tear).
2. Deductions shall be made from the security deposit for any unpaid charges, and for any necessary repair and cleaning fees if the tenant fails to restore the premises to move-in condition.
3. The deposit security cannot be used as the final month's rent or prorated rent.
4. Rent shall be prorated and payable up-to the last date of possession or thirty (30) days after the service of this notice, whichever is later.
5. The Tenant surrenders possession of the above premises by removing all personal belongings from the premises and returning all keys to the Landlord. As long as the keys are in the tenant's possession the unit, the tenant has ownership of the unit and will be charged.

\_\_\_\_\_  
**Tenant's Name**

\_\_\_\_\_  
**Date**