

# RESIDENT NOTICE OF INTENT TO VACATE UNIT

UNIT ADDRESS: \_\_\_\_\_

UNIT SIZE: \_\_\_\_\_

RESIDENT NAME: \_\_\_\_\_

HEREBY SERVE NOTICE OF MY INTENT TO VACATE DWELLING UNIT LISTED ABOVE.

**I INTEND TO MOVE TO:**

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

CITY, STATE, ZIP CODE: \_\_\_\_\_

DAYTIME PHONE #: \_\_\_\_\_

I WILL HAVE MY UNIT CLEANED AND VACATED BY: \_\_\_\_\_

I UNDERSTAND MY ACCOUNT *WILL NOT* BE CLOSED UNTIL I RETURN THE KEYS TO THIS UNIT TO THE HOUSING AUTHORITY OFFICE.

I UNDERSTAND THAT ANY ITEM(S) LEFT IN THE UNIT AFTER I RETURN THE KEYS TO THE HOUSING AUTHORITY WILL BE DISCARDED UNLESS PRIOR ARRANGEMENT ARE MADE WITH THE HOUSING AUTHORITY OFFICE. **INITIAL HERE:** \_\_\_\_\_

**MY REASON FOR MOVING IS:** \_\_\_\_\_

SIGNATURE OF RESIDENT: \_\_\_\_\_

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

**PLEASE NOTE:** If you are transferring to another BHA unit, you will have 3 days to move before BHA Maintenance staff will secure the old unit

BHA STAFF SIGNATURE: \_\_\_\_\_

\*\*\*\*\* BHA USE ONLY \*\*\*\*\*

HAVE KEYS BEEN RETURNED TO THE OFFICE: YES NO

HAVE ACCOUNT BEEN CLOSED OUT IN COMPUTER SYSTEM: YES NO

WAS THIS TRANSFERING A RESIDENT FROM ONE UNIT TO ANOTHER: YES NO

DATE MANAGEMENT DID MOVE-OUT INSPECTION: \_\_\_\_\_

INSPECTION COMPLETED BY: \_\_\_\_\_

LAST DATE CLIENT CHARGED FOR RENT: \_\_\_\_\_

NOTES: \_\_\_\_\_