

# NOTICE OF INTENT TO VACATE

Client # \_\_\_\_\_

Unit # \_\_\_\_\_

Tenant \_\_\_\_\_

Unit Size \_\_\_\_\_

Address \_\_\_\_\_

Day to Vacate \_\_\_\_\_

Move in Date \_\_\_\_\_

Last day to charge \_\_\_\_\_

Rent \_\_\_\_\_

Pet Deposit Amount \_\_\_\_\_

Transfer to \_\_\_\_\_

Keys in early \_\_\_\_\_

Unit # \_\_\_\_\_

**ORDER MAILBOX KEYS**

# of Keys Turned in: \_\_\_\_\_

Date Keys In: \_\_\_\_\_

Keys turned in by (signature): \_\_\_\_\_

Sent to Maintenance Dept. \_\_\_\_\_

Change Locks - Yes or No

By \_\_\_\_\_

**Office Use Only:**

- On Notice
- Yardi Notes
- Vacancy Log
- FSS  
Yes or No
- TRA  
Yes or No
- 50058 Completed
- Make Ready-Unit
- Resident  
Extended Notice

**Reason for moving:**

- |                              |                                   |  |
|------------------------------|-----------------------------------|--|
| 1. Deceased                  | 11. Getting Married               | <input type="checkbox"/> Lease Violation <input type="checkbox"/> Eviction |
| 2. Required More Care        | 12. Moving out of Area            | Multiple Lease Violations  |
| 3. Nursing Home              | 13. Cheaper Rent                  | CDS  |
| 4. Moving to HHA S8          | 14. Problems w/Neighbors          | Pets   |
| 5. Moved without Notice      | 15. Other _____                   | Yard   |
| 6. Private Landlord          | 16. Crime in Neighborhood         | Housekeeping   |
| 7. Other Subsidized Location | 17. Disliked Community            | Live ins   |
| 8. Closer to Employment      | 18. Evicted (rent payment)        | Disturbances   |
| 9. Buying a Home             | 19. Evicted (No Right Redemption) | Delinquent Bills   |
| 10. Infestation              |                                   | Excessive Damages  |

Would you like someone from Management to contact you regarding your reason(s) for moving? \_\_\_ Yes \_\_\_ No

If yes, please provide your phone number. **Phone:** \_\_\_\_\_

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

I understand that I am required to turn in my keys at the *Management Office* upon vacating the unit. I further understand that the Housing Authority will take possession of the unit on \_\_\_\_\_ and that any personal property remaining will be considered abandoned and will be disposed of by Maintenance. **You may contact the Maintenance Department at (301) 733-6916 at least 15 days prior to the scheduled move-out day for a pre-move out inspection. This inspection may help identify and prevent costs incurred from no knowledge of the defect.**

**Suggestions/Comments:** \_\_\_\_\_

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

Tenant Email \_\_\_\_\_

HHA Staff \_\_\_\_\_