



## Notice of Intent to Vacate – HCV Program

Client #: \_\_\_\_\_ Date: \_\_\_\_\_ Case Manager \_\_\_\_\_

I, \_\_\_\_\_, hereby serve notice of my intent to  
(Print Name)

vacate my unit located at: Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Date Vacating: \_\_\_\_\_

\_\_\_\_\_ I am interested in porting. Please use the back of this form:

\_\_\_\_\_ I will be remaining in the HAE jurisdiction.

I am further aware that it is my responsibility to stay current with my rent and utilities until my vacate date and if not, this can hinder my requested move. Also, be advised the move out process can take 60 days or longer.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

### **For Landlord to Complete:**

I acknowledge that my tenant, listed above, has given proper notification of intent to vacate. I understand that my client is (check one of the following):

\_\_\_\_\_ Vacating the unit at the end of lease term

\_\_\_\_\_ Breaking lease as of: \_\_\_\_\_

I further acknowledge that my tenant is currently in good standing, and owes no outstanding rent or utilities. I understand that it is my responsibility to enforce my lease if there is any breach of this agreement/lease on behalf of the tenant. I further understand that all HAP/UAP payments will cease as of the aforementioned vacate date. Furthermore, this notice serves as The Housing Authority of Elgin's required 30 day notice to landlord that the aforementioned tenant will be vacating the unit (**note: most move outs take 60 days or longer**). The Housing Authority of Elgin is not responsible for any future damages or monies owed.

\_\_\_\_\_  
Landlord Signature

\_\_\_\_\_  
Date