

NOTICE OF INTENT TO VACATE

Date: _____

Tenant Name: _____

Tenant Address: _____

Anticipated Lease Termination Date/Move-Out Date: (Must be the last day of the month) _____

The family must give the owner written notice of intent to vacate with no less than the required number of days specified in the lease **and** must give a copy of this notice to ECC/HANH. In order to allow for administrative processing time, ECC/HANH requests the family provide the Housing Authority with at least a sixty (60) day notice prior to the move.

ECC/HANH will determine whether the move is approvable in accordance with the regulations and policies. ECC/HANH will notify the family in writing of its determination within 10 business days following receipt of the family's notification.

Participant completes this section:

I Certify I have given my current landlord the written notice required in my lease of my intent to vacate the unit at the address listed above on the date listed above. Approval to move into a new unit is based on a passed HQS inspection and **I understand:**

- 1- ECC will be stopping payment to the owner as of the above date.
- 2- There is **no guarantee that this will be the effective move date for a new unit.**
- 3- It will be my responsibility to notify ECC and landlord in writing if the above date changes for any reasons

Tenant Name: _____

Tenant Phone number: _____

Tenant Email Address: _____

Owner/Landlord complete this section:

Landlord of tenant named above has received written notice of intent to vacate in accordance with the lease. I understand refusal to sign this request will not prevent ECC/HANH from approving the tenant to move and it is my responsibility to enforce my lease for any negative consequences regarding non compliance with lease.

Landlord Name: _____

Landlord signature

date signed

Date notice was provided to landlord: _____

Lease requirements for providing notice (if tenant is not in compliance with lease terms)

Landlord's Telephone _____

Landlord's E-mail _____

If the above parties are in agreement to terminate the Lease Agreement before the expiration date of the lease, ECC requires a Mutual Rescission of Lease Agreement.