



OFFICE USE ONLY	
Form #:	133
Subsidy #:	
Unit #:	
Effective Date:	

****THIS NOTICE VOID AFTER 30 DAYS
UNLESS RENEWED WITHIN THAT TIME****

DATE: _____
N.U. THRU: _____

NOTICE OF INTENTION TO VACATE

RENEWAL				
REVISED N.P.				

UNIT	NAME	ADDRESS	BRS.	PROJECT NO.

As required under terms of my lease I hereby give written notice of my intention to vacate above premises and to return all keys to HOUSING AUTHORITY AREA OFFICE on the _____ day of _____, _____.

Reason for vacating: _____

I UNDERSTAND THAT:

1. Fifteen (15) days written notice is required and in lieu thereof rent will be charged for that period.
2. Rent will be charged until premises are COMPLETELY VACATED and KEYS are returned to HOUSING AUTHORITY AREA OFFICE.
3. I will be charged with cleaning, painting, damages or loss, beyond ordinary wear and tear, INCLUDING the picking up and disposal of refuse or belongings left inside or outside the premises in accordance with the Housing Authority's schedule of Maintenance Charges.
4. Refunds and/or a statement/estimate of charges will be mailed to me at my last known address within 14 days after the Housing Authority determines I have vacated.
5. Pre-vacate inspections may be made at the option of the Housing Authority, or Tenant.
6. If I wish to participate in the vacate inspection, I must notify the management office when I turn in this notice. Also, I understand the inspection will be scheduled as soon as keys are turned in. Unless other arrangements are made with management, if keys are returned in the morning, inspection will be in the afternoon. For keys returned in the afternoon, inspection will be in the following morning. Inspections will be held between the hours of 9:00 A.M. and 4:00 P.M.

I wish do not wish to participate in the vacate inspection.

MANAGEMENT	DATE	TENANT	DATE
FORWARDING ADDRESS:	_____	_____	_____
DATE KEYS RECIEVED	_____	NO. OF KEYS _____	RECEIVED BY _____
DATE ACTUALLY VACATED	_____	DATE SENT FOR INSPECTION	_____
DATE INSPECTION HELD	_____	LOOK FOR KEYS <input type="checkbox"/>	MAINTENANCE WORK PACKET NO. (S)
DATE RE-RENTED	_____	CHARGE DWELL RENT THRU	_____
COMMENTS:	_____		