

## Notice of Intent to Move

**To: Current Property Owner**

**From:** Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Rental Unit Address: \_\_\_\_\_ Unit Number: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Today's Date: \_\_\_\_\_

It is the intention of the tenant to move from the above stated address on the date of \_\_\_\_\_. A thirty (30) day written notice is required for eligibility to move, in accordance to the leasing agreement. ***The liability for any charges due to damages other than normal wear-and-tear created during the occupancy remains with the tenant at the above stated address.*** It is understood that all payments to the property owner are stopped by the date stated above which is the official date of move. If anything changes during the process of this move, it is the tenant's responsibility to notify the GHA office.

\_\_\_\_\_  
Signature of Property Owner \_\_\_\_\_  
Date

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

**TENANT:** Return this **Notice of Intent to Move** to the Housing Authority **within ten (10) business days from the signing of this document.** Failure to do so violates the rights of the moving process and voids the move for another year.

\_\_\_\_\_  
Signature of Tenant

**PROPERTY OWNER:** Please **INSPECT** your property. A written notice of excessive damages, beyond normal wear and tear is required **within ten (10) business days of move out date.**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Housing Authority Representative

\_\_\_\_\_  
Date Received