30-DAY NOTICE OF INTENT TO VACATE

This 30-day notice MUST be used by Housing Choice Voucher participants to inform a landlord of the tenant’s intent to vacate the unit which they are occupying.

PLEASE RETURN ALL COPIES AFTER FORM HAS BEEN SIGNED—A COPY FOR YOUR RECORDS WILL BE SENT TO YOU.

TENTANT DECLARATION

I, ___________________________________________, intend to vacate the unit located at:

Tenant Name

Unit Address

on ________________________________

Move out date

I understand that I am responsible for paying my portion of rent during this 30-day period. I further understand that the Housing Assistance Payment will terminate on the planned vacate date and the Housing Authority will have no further obligation unless:

(1) this notice is extended by submitting a new 30-Day Notice Form before the planned vacate date indicated above, OR

(2) this notice is cancelled by submitting a Notice to Rescind before the planned vacate date indicated above, signed by my owner/agent and I.

______________________________________________
Tenant Signature

______________________________________________
Telephone Number

______________________________________________
Date Submitted to Owner/Agent

OWNER/AGENT DECLARATION

I, ___________________________________________, acknowledge that I have been notified, of the tenant’s intent to vacate the above unit on the day specified. I further understand that my Housing Assistance Payment Contract will terminate on the planned vacate date and San Joaquin Housing Authority will have no further obligation unless:

(1) this notice is extended by submitting a new 30-Day Notice Form before the planned vacate date indicated above, OR

(2) this notice is cancelled by submitting a Notice to Rescind before the planned vacate date indicated above, signed by my tenant and I.

______________________________________________
Owner/Agent Signature

______________________________________________
Telephone Number

______________________________________________
Date Received

White
LANDLORD COPY

Yellow
AGENCY COPY

Pink
TENANT COPY

30-Day Notice of Intention to Vacate-Rev. 03/2016