

**PLEASE NOTE: THIS
FORM MUST BE READ
IN ITS ENTIRETY
BEFORE EITHER PARTY
SIGNS.**

Auburn Housing Authority
Housing Choice Voucher Program
931 Booker Street
Auburn, AL 36832
Phone (334) 821-2262 Fax (334) 821-2264

NOTICE TO VACATE

I, _____ hereby give notice I will vacate the premises located
Participant/Tenant Name

at _____
ADDRESS CITY ZIP CODE

I will return all keys to the Owner/Property Manager and all furniture and personal belongings will be removed from the unit on _____
DATE

My Forwarding Address is: _____
ADDRESS CITY ZIP CODE

Telephone Number: _____

Participants who want to move must vacate the unit in compliance with the lease, provided by the Owner and/or Property Manager which may require a 30 or 60 day notice. The participant must be in good standing with no lease violations; damages or unpaid rent before a voucher is issued. Auburn Housing Authority (AHA) will not pay any rent or utility assistance after the vacate date. If you choose to remain in the unit, you must notify this office in writing of your change to remain in the unit. If your vacate date changes you will be required to refill out this form with the new vacate date.

Participant Signature: _____ DATE: _____

NOTICE TO LANDLORD: Before signing this section we strongly urge you to inspect your rental unit and resolve any matters of unpaid rent and/or damages beyond normal wear and tear.

If you find damages beyond normal wear and tear during your inspection you must provide your tenant with an itemized cost list of repairs and subtract the security deposit. Notice should be sent to the tenant at his/her last known address. i.e.: your rental unit as soon as possible. If the move out balance is provided to this office after the participant has moved out of your unit and has already moved into another unit the participant will be given until their annual recertification, which is typically one year, to pay the balance owed to you. This is to ensure the new landlord's; one year lease is fulfilled.

We encourage you and your tenant to resolve this matter by making a written agreement acknowledging responsibility for any damage and or unpaid rent.

Please note: March 2014 the Alabama Legislature changed the Alabama Landlord-Tenant Law. Landlords have up to 60 days after the end of the lease to refund a security deposit to the tenant instead of 35 days. However; to ensure the participant is not issued a voucher to seek housing we ask you provide the list of itemized damages to the HCV Department within 10 business days from the date the participant moves out.

By signing below as the Owner/Property Manager, I certify my tenant is in good standing. I have inspected the unit and there were no obvious damages to my unit. Please make a copy of this form before submitting it to the HCV Department.

Owner/Property Manager: _____ Date: _____
(Signature Required)

Print Name: _____ Telephone Number: _____

This form must be signed by all parties in the presence of each other on the same date.