



NOTICE TO VACATE

Date: _____

Tenant Name: _____ Tenant Phone Number: _____

Address: _____ Alternate Phone Number: _____

City, State, Zip: _____ Email Address: _____

I am giving notice that I will be vacating your unit located at: _____

_____ City, ZIP _____

On the following date: _____

On the date above, I will be returning all keys and would like to schedule a move out inspection of the unit. Gainesville Housing Authority does not conduct move out inspections. Landlords/Owners will not receive payment from Gainesville Housing Authority after the move out date. Notice to Vacate should coincide with the lease ending date and HAP Contract unless relocation has been approved by Gainesville Housing Authority for emergency reasons.

Thank you for your consideration of this matter,

_____ Date Submitted _____ Tenant

To be completed by Landlord/Owner

Does the tenant owe the landlord any money for rent or damages? NO _____ YES _____, If yes, how much? \$ _____ (Attach applicable supporting documents)

Notice to vacate accepted by _____

Landlord or Landlord Representative (Print Name) _____

Signature _____ Date Notice accepted _____