

**PLEASE NOTE: This form only applies to current assisted HCV participants ONLY. The current landlord and participant must fill out this form.**

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 the 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 conducted a pre-move inspection and/or I have elected not to inspect the unit prior to the tenant move. If I elect not to conduct a pre-move inspection, my actions taken after the tenant moves for damages discovered will be in compliance with the Alabama Tenant Landlord Act and I will send a copy of the itemized charges to the HCV Department. Please make a copy of this form before submitting it to the HCV Department.**

Owner/Property Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature Required)

Print Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_