

# NOTICE TO VACATE

30 days notice required

NAME: \_\_\_\_\_ DATE OF NOTICE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PROJECT: \_\_\_\_\_ UNIT: \_\_\_\_\_

I, \_\_\_\_\_ HEREBY SERVE NOTICE OF MY INTENT TO

VACATE THE ABOVE UNIT ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

(Public Housing & Section 8 must give 30 day notice; Puesta de Sol & Hacienda Orgullo must give 15 day notice)

REASON FOR LEAVING:

NEW MAILING ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF TENANT

SS#

DATE

## (SECTION TO BE COMPLETED BY SECTION 8 LANDLORD ONLY)

- I accept the above 30 or \_\_\_\_\_ day notice for tenant to vacate unit listed above on \_\_\_\_\_, 20\_\_\_\_.
- YES  NO  (If no, please explain below)

\_\_\_\_\_  
\_\_\_\_\_

Is tenant current on monthly rent?

YES  NO

Landlord Signature

Date

Phone #

## (FOR LANDLORD USE ONLY) ACCOUNTING

Lease Start Date \_\_\_\_\_

Move-Out Date: \_\_\_\_\_

### CREDITS

Total Monthly Rent: \_\_\_\_\_

Rent paid \_\_\_\_\_/mo. X 30 days = \_\_\_\_\_/day x \_\_\_\_\_

Amount posted on adjustment journal – credit (\_\_\_\_\_)

Rent paid: \_\_\_\_\_

Security Deposit: \_\_\_\_\_

Pet Deposit: \_\_\_\_\_

Interest: \_\_\_\_\_

Other: \_\_\_\_\_

Credits subtotal \_\_\_\_\_

### DEDUCTIONS

Prorated rent: \_\_\_\_\_ days x \_\_\_\_\_/day = \_\_\_\_\_

Damages \_\_\_\_\_

Cleaning \_\_\_\_\_

Other: \_\_\_\_\_

Deductions subtotal (\_\_\_\_\_)

Total due: Tenant: \_\_\_\_\_

or Landlord \_\_\_\_\_