



INDEPENDENCE HOUSING AUTHORITY

providing affordable and safe housing

NOTICE OF INTENT TO VACATE

I, _____, hereby provide notice of my intent to vacate the
unit located at: _____.

I understand that I am required to provide my landlord with the notice required under the terms of my lease, as well as provide the Housing Authority of Independence (IHA) with a full 30-day notice. Any notice submitted after the first day of the month will be effective for the last day of the following month.

I further understand that it is my responsibility to remain current on rent and utility payments and to comply with all lease obligations. Failure to do so may affect my ability to move and could jeopardize my housing assistance.

I intend to vacate the unit on _____.

Signature of Head of Household _____ Date _____

Telephone Number _____ Email _____

FOR LANDLORDS TO COMPLETE:

I acknowledge that the tenant listed above has provided notice of their intent to vacate the unit. I confirm that the tenant is:

_____ Vacating the unit at the end of the lease term on: _____

_____ Terminating the lease early effective: _____

_____ Not in good standing due to: _____

_____ Currently under eviction or has been issued a notice to vacate for the following case/file date
(please attach supporting documentation):

I understand that it is my responsibility to enforce the terms of the lease in the event of any violation or breach by the tenant. I further understand that all Housing Assistance Payments (HAP) will terminate as of the vacate date indicated above. The IHA is not responsible for any future damages, unpaid rent, or other amounts owed by the tenant.

This form must be returned to the IHA no later than: _____.

If this form is not returned signed by the date above, it will serve as acknowledgment that the tenant is vacating the unit and a voucher may be issued accordingly.

Landlord Signature: _____ Date _____

Phone Number _____ Email _____