



INDEPENDENCE HOUSING AUTHORITY

Notice of Intent to Vacate

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

I fully understand that I must provide my landlord with the proper notice as indicated in my lease, along with providing at least 30 days to the Independence Housing Authority before a voucher and moving packet will be issued. I further understand that it is my responsibility to remain current on rent and utilities and failing to do so could prevent my ability to move and or jeopardize my assistance. I will be vacating my unit on _____.

Signature of Head of Household

Date

For Landlord to Complete:

I acknowledge that my tenant, listed above, has given proper notification of intent to vacate. I understand that my client is (check one of the following):

____ Vacating the unit at the end of lease term

____ Breaking lease as of: _____

I agree that my tenant is currently in good standing and owes no outstanding rent or utilities. I understand that it is my responsibility to enforce my lease if there is any breach of this agreement/lease on behalf of the tenant. I further understand that all HAP payments will cease as of aforementioned vacate date. The Housing Authority of Independence is not responsible for any future damages or monies owed.

Landlord Signature

Date

Section 8 Office

4215 S Hocker Dr. Building 5, Independence, MO 64055

Telephone: (816) 836-9200 FAX (816) 833-2377 TTY 711