



NOTICE OF INTENT TO VACATE - _____ 30 Day Notice _____ 60 Day Notice

This notice must be turned into DHC before the 25th day of the month. DHC will not approve the Notice of Intent-to-Vacate if it is received with less than a 30- day notice.

Form with fields: Please Print Participant Name, Email Address, Cell Phone #, Contact #, Unit Address (Street Address, City, Zip Code), Last month to occupy unit (Month, Day). Includes checkboxes for 'Are you a current FSS participant?' and 'Are you requesting to port to another PHA?'.

As a participant, I agree to the following:

- 1. DHC will stop payments to the owner for the last day of the month indicated above.
2. If am responsible for the water at my unit, I MUST provide a copy of the PAID water bill showing \$0 or have attached a Water Department Payment Agreement for the outstanding balance.
3. I am responsible for paying my portion of rent through the last date indicated above.
4. Notification to DHC by the owner that I have outstanding rent, utilities or damages may delay or prevent me from receiving housing assistance.
5. I must complete an Annual Recertification if it has more than 6 months since my last annual before I am allowed to move.
6. I may be terminated from the program for non-compliance if I fail to fulfill my family obligations as stated on the Housing Choice Voucher or as stated in the DHC Administrative Plan.
7. If I choose to CANCEL my move from the above unit, the owner and I must submit a written letter to my Housing Specialist before the last day of occupancy listed above. If it is not submitted by the above date, it will require a new contract approved by DHC.
8. If I stay in the property after this date, I am responsible for all payments to the owner. DHC is not responsible for payment to the owner if I stay beyond the end of the month listed above.
9. If at any time during the move process DHC determines I am no longer in good program standing, the unit transfer may be delayed or cancelled until my program status concern is resolved.

x _____ () _____ Date
Participant signature Phone number

**If a participant cannot contact the landlord, a certified notice must be sent. If the landlord does not respond within 5 business days, the participant may return the certified mail receipt from the USPS to begin the moving process. If a landlord provides legal notice, that you are not in good standing, DHC may delay your move until the issue is resolved.

Landlord Name (print): _____ Phone Number () _____

Please advise if participant is delinquent in any of the following.

Table with 4 columns: Question, Yes, No, If yes, the following legal documents will be forwarded to DHC within 10 days:
- Participant owes outstanding Rent
- Participant has outstanding Utilities
- Participant owes for Damages

DHC must have received prior notice of lease violations from the owner, including legal action where required by law. If DHC has not received notice of non-compliance within 90 days of the move request, the participant will be considered to be in good standing.

Landlord Signature _____ Date _____

In Office Use:

Form with fields: Date forwarded by Supervisor, Assigned Housing Specialist, Date reviewed by HS, Circle one: Is Compliant Is Non-Compliant, Effective Date of Last Annual, If annual is due, Date of Annual Appointment, Unit is under abatement, Tenant Caused HQS Damages?, Water Bill \$0 balance or repayment agreement?, Date Forwarded to Intake, Date of Intake Briefing, If under abatement, date abatement began.

