

NOTICE OF INTENTION TO VACATE

Housing Choice Voucher participants must give property owners proper notice of their intention to vacate their unit. While 30-day notice is a standard length of notice, this form may be used to give a notice longer than 30-days. In addition if both the owner (or agent) and tenant agree, notice of a shorter length may be given.

Once a tenant completes the Tenant Declaration portion of this notice, the property owner or their agent must then countersign this notice to acknowledge its receipt.

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TENANT'S DECLARATION

I, _____, intend to vacate the unit located
at _____
Unit Address

on _____. I understand that I am responsible for paying
my rent through the date to vacate listed above.

Signature of Tenant

Date Submitted

* * * * *

PROPERTY OWNER'S DECLARATION

By my signature, I am acknowledging I have been notified of the above-named tenant's intention to vacate the unit above.

Any extensions or cancellations of this notice must be in writing and agreed to by both parties.

Signature of Property Owner/Agent

Date Received

Property Owner/Agent's Telephone Number: _____

When the form is complete and signed by both parties:

- Each should keep a copy for their records
- The tenant should provide a copy to the Roseville Housing Authority

If you have any questions, please contact:
Roseville Housing Authority
316 Vernon Street #150, Roseville, CA 95678
(916) 774-5270 phone
(916) 746-1295 fax