

INTENT TO VACATE – 30 DAY NOTICE

Part 1: To be completed by client

You must have lived at your current address for at least one year under HCV contract and be in good standing to be approved for a transfer or move.

What good standing means:

- Fulfilled current lease
- Current zero balance with landlord
- Zero balance with the GRHC
- Not in an eviction process with landlord or termination process with GRHC
- No balance on water bill (if tenant pays water)

I, _____, am giving _____
Print Name Property Owner or Landlord/Representative

My 30 day notice to vacate: _____ By: _____
Client's current street address Date

My forwarding address is: _____ Phone #: _____
Street Address

City State Zip Code

My Section 8 Coordinator is: _____

I understand **I am responsible for the rent until the 30 days expire or my actual move-out date, whichever is greater.** In the event I need to extend my move-out date, I will notify the property owner/landlord as well as my Section 8 Coordinator in writing.

I have read the above statements and understand **I must be in good standing** to be approved to move or transfer. In addition, I understand **I must wait for approval from my Section 8 Coordinator prior** to my move or transfer. I also understand **if I move prior to approval, I will be responsible for the FULL amount of rent at my new address and I will no longer be eligible for the Housing Choice Voucher.**

Client Signature Date

Part II: To be completed by property owner or landlord/representative.

Current lease end date: _____

I, _____, hereby acknowledge receipt of this notification to vacate and agree with the move out date indicated above.

Property Owner/Representative signature Date this notice is signed

Phone Number Email and Fax Number

****CLIENT AND LANDLORD, PLEASE KEEP A COPY FOR YOUR RECORDS THEN, FAX COMPLETED FORM TO: (616)235-2660 OR MAIL TO: GRAND RAPIDS HOUSING COMMISSION 1420 FULLER AVENUE, SE; GRAND RAPIDS MI 49507****