



MARIETTA HOUSING AUTHORITY

95 Cole Street
Marietta, Georgia 30060
(770) 419-3200 fax: (770) 419-3232



NOTICE OF INTENT TO VACATE

Dear Landlord/Agent,

At this time, [] my lease with you expires on _____;

OR

[] the initial term of our Lease has been met and I am eligible to give you a
30 60 days notice of my intent to move.
(circle one)

I, the named tenant below, am giving you this Notice in accordance with our Lease to vacate your
property located at _____
on or before _____, 20 ____.

Client / Tenant : _____
(please print)

X _____
Signature of Client/Tenant

Date

Client:

You are required to give proper notice to your landlord when you intend to vacate the leased property
listed above. A copy of this notice will be sent to your Landlord as a courtesy. Do not submit this notice if you
plan to vacate the unit but remain on our Program unless you have first discussed this with your Housing
Advisor as program changes may severely alter how a transfer will impact your family.

By submitting this notice, you understand that you must vacate this property on or before the date
identified above, leaving the premises in good condition as set forth in your Lease. If you do not vacate by
midnight on this date, you are then responsible for any rent charged by your landlord and/or may be subject to
eviction by your landlord; eviction may be proper cause to terminate your voucher.

Should you wish to remain in your unit past the date listed above, you and your landlord must agree to
this in writing [Request to Rescind Notice]. If we are notified of your change of plans less than 15 days from the
proposed vacate date, MHA may be unable to reverse these actions and pay your landlord on time for the
coming month. If this occurs, you should be prepared for the entire rental amount until MHA can follow up.

Landlord:

This copy is being forwarded to you as a courtesy; you may have already received other notification
from this tenant regarding a move.

Reminders: According to the HAP Contract, you are required to maintain the unit in a decent, safe and
sanitary condition during the entire term of the Lease; your acceptance of our HAP payment serves as
certification of your compliance. As the Owner, it has been your on-going obligation to assure that regular
monitoring of the unit is adequate to detect tenant-caused damages, make repairs and bill the tenant for the
actual cost of the repairs. Failure to take immediate action to terminate the Lease because of serious or
recurrent damages which are beyond normal wear and tear is a violation of the HAP Contract.
A move-out inspection conducted by you and your tenant is recommended. The MHA does not become
involved in Lease disputes between the Tenant and Landlord.