

VACATE NOTICE

This notice can be used either as a “Thirty Day Notice of Resident’s Intent to Vacate” once the resident has occupied the unit for one year or more **OR** as a “Mutual Agreement” between the owner and the resident for an agreed upon vacate date if the resident has occupied the unit for less than one year.

The undersigned agree to the following:

Check the box that applies to you:

- ~ This is the Resident’s 30 Day Notice of Intent to Vacate. The resident intends to vacate the premises located at _____ as of _____.
- ~ This is a Mutual Agreement between the owner and the resident to terminate the contract and will waive any additional rights as set forth in the current lease for the premises located at: _____ . The cancellation date for the Housing Assistance Payment contract will be _____.

We understand that this agreement does not relieve the resident of any responsibility to pay rent or for resident-caused damages to the above mentioned property that may exist at the time of move out.

We understand that the owner is required to provide a security deposit disposition within 21 days from the effective date of termination of the lease.

We understand that any extension or rescission of this notice must be in writing, signed by both parties, and a copy forwarded to the Housing Authorities prior to the effective termination date of the lease.

We understand that the resident is responsible for the FULL CONTRACT RENT effective immediately after the termination date if the resident remains in the unit after the effective termination date.

We understand that the owner must return any overpayment received from the Housing Authority. If overpayment monies are not returned, the Housing Authority will deduct the overpayment from any active contract it has with the owner, or proceed with the collection process.

Owner/Agent Name: _____	Resident Name: _____
Owner/Agent Signature: _____	Resident Signature: _____
Date: _____	Date: _____
Owner Address: Street: _____	Resident’s Forwarding Address: Street: _____
City _____ Zip: _____	City _____ Zip: _____
Phone: _____	Phone: _____

Vacate Notice Instructions

Attached you will find a copy of the Vacate Notice. The Vacate Notice is to be served when you are prepared to move. As soon as you serve your Vacate Notice, you are required to either mail, return, or fax it to:

Housing Authorities of the City and County of Fresno
Housing Choice Department
PO Box 11985
Fresno, CA 93776-1985
(559) 445-8980 fax

You are obligated to move at the end of the notice, unless the owner/agent and resident agree to extend the expiration date on the Vacate Notice. All extensions must be in writing, signed by both parties, and submitted to the above address.

If the Notice has not been rescinded or extended in writing by the end of the Vacate Notice, the agency will proceed with cancellation of the Housing Assistance Contract for your current unit.

Should the tenant remain in the unit after the Vacate Notice expiration date, the resident will be responsible for the full contract rent.