

MUTUAL AGREEMENT TO EXTEND THE NOTICE TO VACATE

If you wish to extend the notice to vacate your current housing unit, a mutual agreement to extend the notice to vacate form must be submitted to the Housing Authority of Fulton County no later than **fourteen (14)** days before the end of the original notice to vacate date. Please be advised that only **one (1)** notice to vacate extension will be granted. This form must be completed and signed by the landlord and tenant before the HAFC can begin processing.

Landlord Name: _____ Telephone: _____

Landlord Address: _____

_____ City State Zip

Tenant Name: _____ Telephone: _____

Tenant Address: _____

_____ City State Zip

Original Notice to Vacate Date: _____

Please select the length of extension:

30 Day Notice

60 Day Notice

Please state the reason for the extension:

The landlord and tenant have decided to mutually agree to extend the notice to vacate. The tenant is now scheduled to vacate the property and remove all personal belongings from the unit and return all keys to the landlord on or before midnight the _____ day of _____, _____.

I understand that after the above stated vacate date, there will be no more housing assistance payments paid for the housing unit. If the tenant remains in the unit after this date, he or she will be responsible for the full contract rent.

Landlord/ Property Manager Signature

Date

Head of Household Signature

Date

For HAFC Use Only

Date Received: _____

HAFC Representative Signature _____

Verification Date: _____

