

## NOTICE TO VACATE

**DATE:** \_\_\_\_\_

**FROM: Tenant Name:** \_\_\_\_\_

**TO: Landlord/Agent Name:** \_\_\_\_\_

**Landlord/Agent Address:** \_\_\_\_\_

This is my \_\_\_\_\_ written notice informing you that I plan to vacate the unit located at:  
(Write the number of days 30, 60, 90, etc..)

\_\_\_\_\_  
Unit Address (Number, Street, Apt #, City, and Zip Code)

I will move from the unit listed above on \_\_\_\_\_. On that day, I will remove all personal belongings from the unit and return the keys to the landlord.

**To Landlord/Manager:** Please complete the section below:

I \_\_\_\_\_ (Landlord/Agent) received a written move-out notice from the tenant stated above on \_\_\_\_\_. (Enter if different from date above)

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Landlord/Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

### NOTICE TO THE TENANT

If you (the Tenant) do not submit a proper notice to vacate to the Landlord/Agent and Inglewood Housing Authority (IHA), your "Request for Tenancy Approval" will not be processed for a new unit. You will be responsible for any rent due to the Owner of the prospective unit until a proper notice to vacate has been submitted and the date of move-out is verified with IHA staff.

**Tenant and/or Landlord/Agent must notify IHA within 48 hours of the actual move-out date.** If the Tenant continues to reside in the unit, the IHA will continue to pay HAP, provided that a contract extension request has been submitted to IHA and approved by the landlord/agent.

If you are **not** moving by the date listed above, contact your unit's owner/landlord/agent and the IHA with your new written notice stating your new anticipated date to vacate the unit.

A copy of this notice or an equivalent notice to move must be submitted no later than the request for tenancy approval submission date to the IHA, or appointment date for issuance/activation of your voucher to move.

**FOR IHA OFFICE STAFF USE ONLY**

CONFIRMED DATE TENANT VACATED UNIT: \_\_\_\_\_