

NOTICE OF INTENTION TO VACATE

To Be Completed By Tenant:

Tenant Name: *(Print)* _____

Leased Property address: _____ Apt. _____

Move-out Date: _____

My reason for moving is: _____

I acknowledge by my signature below that I hereby am notifying the Eastman Housing Authority of my Thirty (30) day intent to vacate the above dwelling property. I further understand that the Move-Out Date must be a working day.

Tenant's Signature

Date

Via Phone Date: _____ Time: _____ Staff: _____

Forwarding Address for Security Deposit: _____

Phone No# _____ Cell Phone No# _____

Move Out Inspection Walk Through:

() Yes Requesting Inspection - Contact Phone # to schedule Move Out Inspection: # _____

() No Do Not want to participate in Inspection

Tenant Signature: _____ Date: _____

To Be Completed By Eastman Housing Authority:

Project # _____ Unit # _____ BR Size _____ Tenant Account # _____

Intent Date Entered into SACS: _____ Date: _____ Extended Date (if applicable): _____

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Date Keys Returned: _____ Time Keys Returned: _____

Of Apt. Keys Returned: _____ # of Mailbox Keys Returned (if applicable): _____

Signature of Staff Member Receiving Keys: _____

(Enter Pre-Move Out Work Order in SACS once Keys are returned. Notify on W/O if Tenant requested or did not request Move Out Inspection and the contact phone #)

Notes: _____

Date Moved Tenant Out in SACS: _____ Work Order #: _____

Signature of Staff Member Completing Tenant Move Out In SACS: _____

