



GRAND RAPIDS HOUSING COMMISSION

INTENT TO VACATE – 30 DAY NOTICE

Part 1: To be completed by client

You must have lived at your current address for at least one year under HCV contract and be in good standing to be approved for a transfer or move.

What good standing means:

- Fulfilled current lease
Current zero balance with landlord
Zero balance with the GRHC
Not in an eviction process with landlord or termination process with GRHC
No balance on water bill (if tenant pays water)

I, \_\_\_\_\_, am giving \_\_\_\_\_
Print Name Property Owner or Landlord/Representative

My 30 day notice to vacate: \_\_\_\_\_ By: \_\_\_\_\_
Client's current street address Date

My forwarding address is: \_\_\_\_\_ Phone #: \_\_\_\_\_
Street Address
City State Zip Code

My Section 8 Coordinator is: \_\_\_\_\_

I understand I am responsible for the rent until the 30 days expire or my actual move-out date, whichever is greater. In the event I need to extend my move-out date, I will notify the property owner/landlord as well as my Section 8 Coordinator in writing.

I have read the above statements and understand I must be in good standing to be approved to move or transfer. In addition, I understand I must wait for approval from my Section 8 Coordinator prior to my move or transfer. I also understand if I move prior to approval, I will be responsible for the FULL amount of rent at my new address and I will no longer be eligible for the Housing Choice Voucher.

Client Signature Date

Part II: To be completed by property owner or landlord/representative.

Current lease end date: \_\_\_\_\_

I, \_\_\_\_\_, hereby acknowledge receipt of this notification to vacate and agree with the move out date indicated above.

Property Owner/Representative signature Date this notice is signed

Phone Number Email and Fax Number

\*\*CLIENT AND LANDLORD, PLEASE KEEP A COPY FOR YOUR RECORDS THEN, FAX COMPLETED FORM TO: (616)235-2660 OR MAIL TO: GRAND RAPIDS HOUSING COMMISSION 1420 FULLER AVENUE, SE; GRAND RAPIDS MI 49507\*\*