



**PLYMOUTH HOUSING COMMISSION**

**1160 SHERIDAN**

**PLYMOUTH, MI 48170**

**Ph: (734)455-3670**

**Fax: (734)455-2429**

**NOTICE OF INTENT TO VACATE**

**(Must be received by the 1<sup>st</sup> Day of the month)**

**Tenant to Complete: Please Print Clearly**

I, \_\_\_\_\_ am submitting a thirty day Notice of Intent to Vacate my current unit located at : \_\_\_\_\_  
It is my intention to vacate completely, no later than \_\_\_\_\_.

I understand that to be eligible to have my subsidy transferred to a new unit, the following conditions must be met:

1. I must leave my current unit owing no monies for unpaid rent, utilities and/or damages.
2. Subsidy will not begin at my new unit until it has been confirmed that all my belongings have been removed from old unit.
3. Items I am not moving with me, including all trash, have been properly disposed of.
4. The unit is in its original condition minus normal wear and tear.
5. The keys have been returned to the landlord.
6. If you are responsible for the Water Bill, please attach a copy when submitting this form.
7. **I understand it will be my responsibility to pay for any days I remain in the old unit after taking possession of a new unit.**

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

\_\_\_\_\_  
Date

Tenant Phone Number: (\_\_\_\_\_)\_\_\_\_\_

**Landlord to Complete:**

I ACKNOWLEDGE THAT THE ABOVE TENANT IS VACATING MY UNIT ON THE DATE SPECIFIED. AS OF THIS DATE, THE FOLLOWING APPLIES:

Tenant rent is current: \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, indicate the amount owed: \$\_\_\_\_\_

Tenant water bill is current: \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, indicate the amount owed: \$\_\_\_\_\_

Damages to unit \_\_\_\_\_ are \_\_\_\_\_ are not expected.

If expected, estimated repairs \$\_\_\_\_\_

**\*\*\*\*\*I understand it is my responsibility to notify Plymouth Housing Commission of the date I take back possession of the unit in order to receive any final payment due.**

\_\_\_\_\_  
Signature of Landlord

\_\_\_\_\_  
Date

Landlord Phone Number: (\_\_\_\_\_)\_\_\_\_\_

**Note:** Notices to Vacate must cover one full rent period. That means this notice must be received no later than the first day of the month with move-out on the last day of the month. Moving Packet will be sent after this form is turned in and verified. Then the Landlord Packet will follow.