

HOUSING CHOICE VOUCHER PROGRAM

Intent to Vacate

CFR24 982.5519(e) Violation of the lease. The family may not commit any serious or repeated violations of the lease. **(f). Family Notice to move or lease termination.** The family must notify the Local Housing Agency (LHA) Authority and the owner before the family moves out of the unit, or terminates the lease by written notice to the owner:

I, _____ hereby give my written Notice of Intent to Vacate the property
(Print)

located at _____ no later than _____.
I understand in accordance with this Intent to Vacate, VHDA will issue the last Housing Assistance Payment on _____.

I understand that should I need to continue to occupy the unit, maintain possession of the keys or have items remaining in the unit after the above date, I must receive an approval for an extension to the Move-Out Date by completing the following:

- (1) Submit a written statement to request a specific amount of time to extend the move out date for approval by the landlord. Landlord's written statement is required to grant approval.
- (2) Submit the landlord's written approval of the extension to the Local Housing Agency (LHA) prior to the move out date noted above.

I also understand that if I receive an extension to the move out date beyond 60 days from the date of the *Intent to Vacate*, I must submit a new *Notice of Intent to Vacate*.

I certify that I understand that my Port, Transfer, or Move request may be denied or delayed if my current landlord submits proof to the LHA of any pending or unresolved lease violations. I also understand that my failure to comply with the process for move out requests or extension requests will result in discontinued Housing Assistance Payments on my behalf.

Signature of Head of Household _____ Date _____

Print Name of Head of Household _____

Contact # _____ Email _____

LHA Agent _____ Date _____

Approved Denied

Reason for Denial

