

CHEYENNE HOUSING AUTHORITY

PUBLIC HOUSING - NOTICE OF INTENT TO VACATE

Tenant Name: \_\_\_\_\_ Address: \_\_\_\_\_

This is to serve as a thirty (30) day notice of my intent to vacate the above unit on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My reason for moving out is \_\_\_\_\_.

I understand that, in accordance with the terms of my lease with the Cheyenne Housing Authority (CHA), I am required to leave the unit in the same condition as when I moved in except for normal wear and tear, and that I will be charged as listed in the Maintenance Charge Schedule for any:

- Unpaid rent or utilities
- Unpaid charges for late rent payments and returned checks
- Unit cleaning and damage repair costs not due to normal wear and tear and not listed on the Move In Unit Inspection Report
- Charges related to unreturned keys

I will be billed for and am obligated to pay all costs greater than the amount of my security deposit. My failure to pay all amounts owed to the CHA will result in my account being turned over to a collection agency and the unpaid debt will be posted to the "Debts Owed and Terminations" repository with the Department of Housing and Urban Development (HUD), which may affect my ability to receive HUD housing benefits in the future.

A move out unit inspection will be completed *after* I have moved out of the unit. I will be notified of the inspection date and will be encouraged to be present for the inspection.

If I provide my forwarding address at move out, the CHA will return my security deposit within thirty (30) calendar days after the end of my lease. If I do not provide CHA with my forwarding address until after move out, the return of my security deposit will be delayed an additional fifteen (15) calendar days. If there is unit damage, CHA's return of any unused portion of my security deposit shall be extended an additional thirty (30) calendar days. All deductions from the security deposit will be explained in writing.

\_\_\_\_\_

Date Tenants Signature

MY FORWARDING ADDRESS: \_\_\_\_\_

Vacating Tenant Status  
(To be completed by Housing Office and Housing Maintenance)

WAS THIS TENANT EVICITED? \_\_\_\_ YES \_\_\_\_ NO

ALL KEYS TURNED IN? \_\_\_\_ YES \_\_\_\_ NO

MOVE OUT DATE \_\_\_\_\_

AMOUNT CHARGED: \_\_\_\_\_

WORK ORDER # \_\_\_\_\_

Both department heads must sign off on security deposit before it can be refunded.

LAST DAY RENT IS TO BE CHARGED \_\_\_\_\_

\_\_\_\_\_  
Housing Supervisor Date

\_\_\_\_\_  
CHA Maintenance Date