



NOTICE TO VACATE

Date

Counselor

Tenant Name

Tenant Phone Number

Address

Alternate Phone Number

City, State, Zip

Email Address

I am giving notice that I will be vacating your unit located at:

Address City ZIP

on the following date: _____

On the date above, I will be returning all keys and would like to schedule a move out inspection of the unit. Plano Housing Authority does not conduct move out inspections. Landlords/Owners will not receive payment from Plano Housing Authority after the move out date. Tenants that remain in the unit after the move out date will be responsible for the total amount of rent. Notice to Vacate should coincide with the lease ending date and HAP Contract unless relocation has been approved by Plano Housing Authority for emergency reasons.

Thank you for your consideration of this matter,

_____ Date Submitted _____

Tenant Signature

To be completed by Landlord/Owner

Does the tenant currently owe the landlord any money for rent? NO YES
If Yes, how much? \$ (Attach applicable supporting documents).

Does the tenant currently owe the landlord any money for damages? NO YES
If Yes, how much? \$ (Attach applicable supporting documents). * This does not refer to move out damages.*

Notice to vacate accepted by _____
Landlord or Landlord Representative Print Name

Signature _____ Date Notice accepted _____