



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:

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. 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,

Tenant Signature Date Submitted _____

To be completed by Landlord/Owner

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

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

Signature _____ Date Notice accepted _____