



JONESBORO HOUSING AUTHORITY
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

Helping today for a better tomorrow

NOTICE TO VACATE

Original copies of the Notice to Vacate must be submitted to begin the moving process. Notice to vacate can be dropped off at JHA front office. JHA move process takes approximately 45 days or longer. Tenants must have recertified their income within the past 60 days before receiving a Request for Tenancy Approval and this notice must be completed and signed by both the tenant and landlord. Tenant's move process can be delayed if the tenant's recertification has not been completed. Request for Tenancy Approval and Vouchers are given only by appointments.

Tenant: _____ Last 4 Social Security _____
First MI Last

Unit Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Reason for vacating unit: _____

Tenant Signature: _____ MOVE OUT DATE: _____
(I WILL RETURN ALL MY KEYS TO THE LANDLORD AND ALL MY PERSONAL BELONGINGS INCLUDING FURNITURE WILL BE OUT OF THE UNIT)

Landlord: _____ Phone: (____) _____

Address: _____

City: _____ State: _____ Zip Code: _____

COMPLETED BY LANDLORD ONLY

Please answer the following question regarding tenant's vacate request. We shall consider your responses to the questions below when deciding whether or not a move will be granted to this tenant. If approved to vacate unit, all HAP payments will be TERMINATED on the requested move out date.

- Did tenant provide you with 60 day notice to vacate? NO Yes If no why,
I am aware that the tenant requested to vacate the unit on
Does tenant owe any unpaid rent or utility bills? No Yes If Yes, please explain how much.
a. \$ Late Rent \$ Utility Bills \$ Other
Has the tenant caused any damages to the unit other than normal wear and tear? NO YES
a. Please explain damages
Is the Tenant in GOOD STANDING and therefore cleared to vacate the unit? NO YES

My signature certifies that the information I have provided above is true and complete to the best of my knowledge. I am aware that if any changes occur while the tenant is still residing in my unit, I am required to report all changes to JHA.

Signature of Landlord: _____ Date: _____

