

## VACATE NOTICE

RESIDENT NAME \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

I UNDERSTAND THAT THE FOLLOWING ARE ALL STIPULATIONS OF MY LEASE WITH THE MEXICO HOUSING AUTHORITY.

I understand that I am required to give at least 30 days notice before vacating my unit. If I fail to do this, I forfeit my security deposit and if I vacate prior to the end of the thirty days, I will be responsible for rent through the end of the notice period. I understand that I am responsible for rent, gas and electric charges until my final day of tenancy.

My final day of tenancy with the Mexico Housing Authority will be \_\_\_\_\_, 20\_\_\_\_\_.

I agree to remove all of my possessions and any trash from the premises. I agree to leave the apartment and yard in clean condition.

I agree to pay any and all charges for any damages (beyond normal wear and tear) of the apartment. I understand that I will be charged for any keys not returned.

I understand that any item(s) left in the vacated unit will be considered abandoned and the PHA will dispose of them as they see fit. I understand that I will be responsible for any charges incurred in the disposal of any abandoned item(s) or trash left in the apartment.

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

REASON FOR MOVING:  
\_\_\_\_\_  
\_\_\_\_\_

FORWARDING ADDRESS: (We need this in order to mail you any refunds.)

\_\_\_\_\_  
Street

\_\_\_\_\_  
Phone

\_\_\_\_\_  
City, State, Zip

**Please contact our office on your final day of tenancy to turn in your keys and so we can complete a move out inspection. This inspection becomes the basis for any claims that be assessed against the security deposit.**

**The MHA also recommends that you schedule a pre-move out inspection. The inspection allows you to identify any problems that could lead to any vacate charges. The pre-inspection is a courtesy to you that may be helpful in reducing cost that could be charged to you.**