

HOUSING AUTHORITY OF THE COUNTY OF DAUPHIN

NOTICE OF INTENT TO VACATE

Move out ( ) Transfer ( )

Name: \_\_\_\_\_ Project Num. \_\_\_\_\_

Address: \_\_\_\_\_ Account Num. \_\_\_\_\_

I, \_\_\_\_\_ hereby serve notice of my intent to vacate my unit on \_\_\_\_\_, 20\_\_\_\_. I am vacating because \_\_\_\_\_

The address to which my refund or bill should be sent is:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

I understand that failure to provide the notice required by the lease of my intent to vacate may lead to the forfeit of my security deposit.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

=====  
Date moved: \_\_\_\_\_ Last day for which rent is charged: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Rent has been paid to (inclusive): \_\_\_\_\_

\_\_\_\_\_  
Project Manager's Signature

\_\_\_\_\_  
Date

=====  
Balance as of date vacated.....\$ \_\_\_\_\_

ADD: Items charged to tenant

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Charges.....\$ \_\_\_\_\_

LESS: Unearned rent from \_\_\_\_\_ to \_\_\_\_\_

at \_\_\_\_\_ per day for \_\_\_\_\_ days= .....\$( \_\_\_\_\_ )

Net Debit or (credit) balance .....\$ \_\_\_\_\_

Security Deposit.....\$( \_\_\_\_\_ )

Total due or amount to be (refunded).....\$ \_\_\_\_\_

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date

\_\_\_\_\_  
Check no.

\_\_\_\_\_  
Date