

**NOTICE OF INTENTION TO VACATE PH
PUBLIC HOUSING RESIDENT ONLY.**

I _____, hereby serve notice of my intention to vacate dwelling
_____ on the (day) _____ of (month) _____ 20____

The reason I'm moving is _____

Please forward my security deposit to this address: _____

A local/cell phone number that I can be contacted at is: _____

PROPER MOVE OUT PROCEDURES

These procedures **MUST** be followed if you are to receive any refund due to you after you have processed out of Public Housing.

- ❖ A **thirty (30) day notice** is required--Submit this prepared notice to the receptionist. Please plan to turn your key in on the 30th day. Staying beyond the 30th day will cause additional rent to be charged against your unit account.
- ❖ You **MUST** turn in your unit key(s) in order for the Housing Authority to take possession of the unit. **Please be aware that as long as you have the key(s) you are still in possession of the unit.**
- ❖ **DO NOT LEAVE THE KEY(S) INSIDE THE UNIT.**

I understand and agree with these terms for vacating my unit with the Fort Walton Beach Public Housing Authority.

Tenant Signature: _____ Date: _____

Public Housing Case Manager: _____ Date: _____

Receptionist: _____ Date: _____

3/2016