

**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 30<sup>th</sup> day. Staying beyond the 30<sup>th</sup> 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