CITY OF TUCSON

HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

HOUSING ASSISTANCE DIVISION

NOTICE TO VACATE

To be completed and signed by the Head of Household and Management /Owner at <u>least</u> 30/60 days prior to expiration of your rental agreement and move-out. Please review your lease prior to signing this form to determine if the lease requires a 60 day notice instead.

Head of Household: _____ Date: _____

Unit Address: _____ Entity ID: _____

City, State, Zip Code: _____ Telephone #: _____

Email Address: _____

Please be advised that on _____(date),

I will vacate the unit located at: _____.

In the event that I am unable to vacate the unit on the date specified above, I will notify you and request a new move-out date, and I will submit a written request for additional time in the unit to City of Tucson Housing and Community Development (HCD).

"A Participant Family" who wants to move must vacate the unit in compliance with the lease; provide the landlord a minimum of 30/60 days' notice and CITY OF TUCSON HCD with a copy of the written notice.

Note: *Housing Assistance Payments (HAP) made by the CITY OF TUCSON HCD for the unit listed above shall end on the date specified above. Any HAP overpaid for the unit must be returned to the CITY OF TUCSON HCD within a reasonable time specified by CITY OF TUCSON HCD.*

_____	_____	_____
Client Name – Print	Signature	Date
_____	_____	_____
Owner/Agent – Print	Signature	Date
_____	_____	
Owner/Agent Phone #	Owner/Agent Email Address	

Revised 03/31/2021