



PLYMOUTH HOUSING COMMISSION

1160 SHERIDAN

PLYMOUTH, MI 48170

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NOTICE OF INTENT TO VACATE

(Must be received by the 1st Day of the month)

Tenant to Complete: Please Print Clearly

I, _____ am submitting a thirty day Notice of Intent to Vacate my current unit located at : _____
It is my intention to vacate completely, no later than _____.

I understand that to be eligible to have my subsidy transferred to a new unit, the following conditions must be met:

1. I must leave my current unit owing no monies for unpaid rent, utilities and/or damages.
2. Subsidy will not begin at my new unit until it has been confirmed that all my belongings have been removed from old unit.
3. Items I am not moving with me, including all trash, have been properly disposed of.
4. The unit is in its original condition minus normal wear and tear.
5. The keys have been returned to the landlord.
6. If you are responsible for the Water Bill, please attach a copy when submitting this form.
7. **I understand it will be my responsibility to pay for any days I remain in the old unit after taking possession of a new unit.**

Signature of Tenant _____
Date

Tenant Phone Number: (_____)_____

Landlord to Complete:

I ACKNOWLEDGE THAT THE ABOVE TENANT IS VACATING MY UNIT ON THE DATE SPECIFIED. AS OF THIS DATE, THE FOLLOWING APPLIES:

Tenant rent is current: _____ Yes _____ No
If no, indicate the amount owed: \$_____

Tenant water bill is current: _____ Yes _____ No
If no, indicate the amount owed: \$_____

Damages to unit _____ are _____ are not expected.
If expected, estimated repairs \$_____

******* I understand it is my responsibility to notify Plymouth Housing Commission of the date I take back possession of the unit in order to receive any final payment due. I must notify Plymouth Housing Commission within thirty days to be eligible for final payment.*******

Signature of Landlord _____
Date

Landlord Phone Number: (_____)_____

Note: Notices to Vacate must cover one full rent period. That means this notice must be received no later than the first day of the month with move-out on the last day of the month. Moving Packet will be sent after this form is turned in and verified. Then the Landlord Packet will follow.