



# HOUSING AUTHORITY *of* JOLIET

## INTENT TO VACATE

### **Part I:** To be completed by client

You must have lived at your current address for at least one year under HCV contract and be in **good standing** to be approved for a transfer or move.

#### **What good standing means:**

- Fulfilled current lease
- Current zero balance with landlord
- Not in an eviction process with landlord or termination process with HAJ
- No balance on water bill (if tenant pays water)

I, \_\_\_\_\_, am giving \_\_\_\_\_  
Print Name Property Owner or Landlord/Representative

My notice to vacate: \_\_\_\_\_ By: \_\_\_\_\_  
Client's **current** street address Date

My Section 8 Caseworker is:

I understand **I am responsible for the rent until I vacate the unit or my actual move-out date, whichever is greater.** In the event I need to extend my move-out date, I will notify the property owner/landlord as well as my Section 8 Caseworker in writing.

I have read the above statements and understand I **must** be in good standing to be approved to move or transfer. In addition, I understand I **must** wait for approval from **Danielle Thomas** prior to my move or transfer. **I also understand if I move prior to approval, I will be responsible for the FULL amount of rent at my new address and I will no longer be eligible for the Housing Choice Voucher.**

\_\_\_\_\_  
Client Signature Date

### **Part II:** To be completed by property owner or landlord/representative.

Current lease **end** date: \_\_\_\_\_

I, \_\_\_\_\_, hereby acknowledge receipt of this notification to vacate and agree with the move out date indicated above.

\_\_\_\_\_  
Property Owner/Representative signature and Date Email Address

**\*\*CLIENT AND LANDLORD, PLEASE KEEP A COPY FOR YOUR RECORDS THEN, SUBMIT A COPY OF THE COMPLETED FORM BY EMAIL/FAX/OR VIA DROP BOX ADDRESS TO YOUR CASEWORKER.**