Housing Authority of Cook County
175 W Jackson Blvd., Suite 350
Chicago, IL 60604
312-663-5447
Fax 312-663-3504
www.thehacc.org

Notice of Intent to Vacate Unit

Client #: _____ Vendor #_____

Tenant Name: _____ Vendor Name: _____

Address: _____

City/ Zip: _____

In order to be eligible to execute this Notice of Intent to Vacate Form, tenants must have completed or will be completing their initial first year lease agreement in the current unit as of the vacate date listed on this form.

The Housing Authority of Cook County (HACC) requires that tenants MUST provide a minimum of a 30-day written notice to their owner/manager of your intent to vacate. However, the tenant must follow the notice requirements outlined in the lease agreement if they differ from the HACC's 30 days requirement. The owner/manager upon signing is confirming that the notice terms of the lease have been met and agree to terminate the lease on this date.

Tenant must initial all items below:

_____ I have not received notice from the owner/manager to pay or quit within the last 30 days

_____I am not currently involved in an eviction action with the owner/manager.

_____I understand I am liable for charges due to damages beyond normal wear and tear that were created during my occupancy at the current address

_____I understand if I move owing money for rent, fees, and/or damages my current landlord may attempt to obtain a court judgement for monies owed. If a judgement is rendered on behalf of my landlord, and I do not pay in full, my assistance may be terminated in my new unit.

I, _____ I do hereby serve notice of my intent to vacate the unit

located at _____ on _____ 20_____.

The Housing Authority will have no obligation for any rent payments after the above stated date unless both parties notify the Housing Authority of a lease extension. Any extension beyond this date MUST be in writing and submitted to HACC by the owner/manager/tenant for <u>each</u> month of extension.

_____

_____ _____ _____

Signature of Tenant | Tenant Phone # | Date

Notice to Landlord: Before signing this form we strongly urge you to inspect the rental unit and make a written agreement with the tenant acknowledging responsibility for the damages, utilities and/or unpaid rent. A copy of that agreement should be sent to HACC. If you obtain a court order for possession because of a lease violation, please send us a copy of that order.

_____ _____ _____

Signature of Landlord | Landlord Phone # | Date