



MUTUAL AGREEMENT TO EXTEND NOTICE OF INTENT TO VACATE

Office Use Only: ATTN:

Original Notice of Intent To Vacate (NIV) submitted to HACC on: _____

Please note:

1. Mutual agreements to extend NIV's **must** be submitted to the HACC no later than **seven (7) days** before original requested vacate date.
2. Granting an extension of the NIV **will not** change the voucher date from original issue date.
3. Only one (1) Mutual Agreement to Extend NIV, **up to a maximum of thirty days (30)**, will be granted per assisted unit. If the tenant does not move by the approved extended date, a **new valid** Notice of Intent to Vacate (NIV) **must be submitted to the HACC.**
4. Extensions **will not** be granted on additional Notice of Intent to Vacate received from the same unit.

Property Owner/Manager

Tenant Name

Client #

Unit Address

Lease/rental agreement between Property Owner/Manager and tenant **was scheduled** to terminate on _____, due to the following requested action:

(Please Check One)

- _____ 30 Day Notice of Intent to Vacate from Tenant
- _____ 30 Day Notice to Vacate **with cause** from Property Owner/Manager
- _____ 60 Day Notice to Vacate **with cause** from Property Owner/Manager
- _____ 90 Day Notice to Vacate from Property Owner/Manager

Property Owner/Manager and tenant mutually agree to rescind notice described above, and extend lease/rental agreement. Tenant is scheduled to vacate the assisted unit on _____.

By signing below, Property Owner/Manager and tenant understand that after the above stated vacate date, housing assistance payments will cease and tenant will be responsible for the **full contract rent**.

Signatures:

Property Owner/Manager

Date

Telephone Number

Tenant

Date

Telephone Number

