



PBV NOTICE OF INTENT TO VACATE

Client Name: _____

T Code: _____

Client Phone: _____

Vacate Date: _____

The tenant, the owner/agent, and the service provider **MUST** sign this *Intent to Vacate* prior to the tenant being determined eligible for a tenant-based Housing Choice Voucher and vacating the unit. The vacate date will be the date stated above unless modified in writing by the tenant and owner/agent. Any other notice required based on the terms of the lease is the responsibility of the tenant and owner/agent.

For Tenant (Yes / No)

- _____ I understand that to be eligible for a tenant-based voucher, I must be in good standing with the owner/agent, service provider, and Housing Authority of Cook County.
- _____ I understand that I am not eligible to move until my initial lease expires.
- _____ I understand that I am liable for charges due to damages beyond normal wear and tear that were created during my occupancy.
- _____ I understand that I cannot maintain possession of this PBV unit and the new unit at the same time. For example, having keys to two units or having items in two units at the same time.

For Landlord (Yes / No)

- _____ Is the tenant under a lease agreement with a specific expiration date? If yes, what is the expiration date? _____ If no, can they move prior to the expiration date without penalty? _____
- _____ Is the tenant in good standing – paid rent on time, maintained the unit, not disturbing neighbors, etc.? If no, state why. _____

For Service Provider (Yes / No) **Required for PSH property, but only if applicable for all other properties

- _____ Has the tenant engaged in any supportive services?
- _____ Is the tenant ready to transition from permanent supportive housing? If no, is there a plan in place to assist? _____

_____ Signature of Tenant	_____ Printed Name	_____ Date Signed
_____ Signature of Owner / Agent	_____ Printed Name	_____ Date Signed
_____ Signature of Service Provider	_____ Printed Name	_____ Date Signed