



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

Notice of Intent to Vacate

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. 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 day requirement. When determining the vacate date, keep in mind the amount of time it may take to find a new unit and get it approved for occupancy. The owner/manager upon signing is confirming that the notice terms of the lease have been met and agree to the vacate date listed below.

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, _____ do hereby serve notice of my intent to vacate the unit listed above on _____ 20_____. (MUST BE LAST DAY OF THE MONTH)

The Housing Authority will not make any rent payments after the above stated date unless both parties notify the Housing Authority of an extension. Any extension beyond this date MUST be in writing, signed by the landlord and tenant, and submitted to HACC. The HACC will not start a contract in a new unit before the vacate date without written approval from the current landlord. Please be advised that pursuant to 24 CFR982.311 (d), if the family moves out of the unit, the PHA may not make any housing assistance payment to the owner for any month after the month when the family moves out. If you receive a subsidy payment after the family vacates, you are obligated to repay the subsidy.

_____ Signature of Tenant	_____ Tenant Phone #	_____ Date
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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
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