
Notice to Vacate / Terminate Lease

I, _____ [Participant Name], am giving notice to terminate my lease at:

Address: _____ **City, State, ZIP:** _____, AL, _____

Termination Date: _____ (End of Month)

I will return all keys to the Owner/Property Manager and remove all furniture and personal belongings from the unit by the **Termination Date**.

To move, I will adhere to the lease terms provided by the Owner/Property Manager, which may require 30 or 60 days' notice. A copy of this notice will be submitted to MHA HCV. I will ensure I have no lease violations, damages, or unpaid rent before receiving a voucher. MHA HCV will not provide rent or utility assistance after the termination date.

Participant Signature: _____ **Date:** ____ / ____ / ____

Telephone number: _____

Notice to Landlord:

Before signing, inspect the rental unit and address any unpaid rent or damages beyond normal wear and tear. If you find such damages, provide your tenant with an itemized cost list of repairs and deduct from the security deposit. Notify the tenant at their last known address within 10 business days to potentially prevent voucher issuance. **SEND A COPY OF ALL DOCUMENTS TO THE MOVES TEAM.**

It is advised to reach a written agreement with your tenant acknowledging responsibility for damages or unpaid rent. According to the Alabama Landlord-Tenant Law (March 2014), landlords have up to 60 days after the lease ends to refund a security deposit and meet other deadlines.

By signing below, I certify my tenant is in good standing. A copy of this agreement should be faxed or emailed to the appropriate HCV Team Leader.

Owner/Property Manager: _____ **Date:** ____ / ____ / ____

Print Name: _____

Telephone Phone #: _____

Landlord/Representative Signature: _____