

Mobile Housing Board  
Housing Choice Voucher Program

NOTICE TO VACATE/TERMINATE LEASE

Date: \_\_\_\_\_

I, \_\_\_\_\_ hereby give notice to terminate my lease at  
(Participant Name)

Street Address \_\_\_\_\_ City, State, ZIP \_\_\_\_\_ on  
\_\_\_\_\_ = end of month.

I will return all keys to the Owner/Property Manager and all furniture and personal belongings will be removed from the unit on \_\_\_\_\_ = end of month.  
(Termination Date)

***Participants who want to move must vacate the unit in compliance with the lease, provided by the Owner or Property Manager which may require 30 or 60 days' notice. A copy of this notice must be submitted to MHB HCV. The Participant must be in good standing with no lease violations; damages or unpaid rent before a voucher is issued. MHB HCV will not pay any rent or utility assistance after the termination date.***

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone number: \_\_\_\_\_

**Notice to Landlord: Before signing this section we strongly urge you to inspect your rental unit and resolve any matters of unpaid rent and or damages beyond normal wear and tear.**

**If you find damages beyond normal wear and tear during your inspection you must provide your tenant with an itemized cost list of repairs and subtract the security deposit. Notice should be sent to the tenant at his/her last known address i.e.: your rental unit within 10 business days of the date of this notice to possibly avoid the issuance of a voucher to move. SEND A COPY OF ALL DOCUMENTS TO MHB HCV CASE MANAGER.**

**We encourage you and your tenant to resolve this matter by making a written agreement acknowledging responsibility for any damage and or unpaid rent.**

March 2014 the Alabama Legislature changed the Alabama Landlord-Tenant Law. Landlords have up to 60 days after the end of the lease to refund a security deposit to the tenant instead of 35 days. All other deadline related to security deposits are also now set at 60 days.

**By my signature below as the Owner/Property Manager, I certify my tenant is in good standing. A copy of this agreement should be faxed or emailed to the HCV Case Manager or Fax 251-434-0004.**

Owner/Property Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature Required)

Print Name: \_\_\_\_\_

Telephone Phone #: \_\_\_\_\_