



Region XII Regional Housing Authority

320 E 7th Street, PO Box 663
Carroll, Iowa 51401

Phone: (712) 792-5560 - Fax: (712) 792-1650



NOTICE OF INTENT TO VACATE

TENANT NAME: _____ (Please print)

UNIT ADDRESS: _____ (Please print)

CITY/ZIP: _____ (Please print)

PHONE: _____

In order to be eligible to execute this intent to vacate form, you must have completed 12 months of your lease agreement in your current unit as of the vacate date listed on this form.

Region XII Regional Housing Authority (RHA) requires tenants provide a minimum of a 30-day written notice to the RHA and the landlord of their intent to vacate. However, the tenant must follow the requirements outlined in their lease agreement if it differs from that of the RHA.

Tenant (TN) and landlord (LL) must **initial** the 3 statements below: (write comments on the back of form)

TN ___ LL ___ I agree to terminate the lease on this date.

TN ___ LL ___ I understand I am liable for charges due to damages that were created during my occupancy at the current address.

TN ___ LL ___ I do not currently owe unpaid rent.

I am giving my notice on _____ and will move out _____

The RHA will have no obligations for any rent payments after the above stated date unless both parties notify the RHA of a lease extension.

Tenant sign _____ Date _____

Landlord sign _____ Date _____

Please check one: _____ I wish to move within Region XII's jurisdiction and remain on Section 8 rental assistance; _____ I wish to transfer my Section 8 voucher (go portable) outside Region XII's jurisdiction; _____ I do not need rental assistance at this time and wish to withdraw.

****Portability requests require additional documentation and procedures. Please call the office for further instructions****