



Today's Date: _____

Notice Expires on: _____

14 Day Move Out Notice

Tenant Name: _____ Address: _____

This certify that:

- I am notifying the Hayti Heights Housing Authority that I am vacating my unit exactly 14 days **AFTER** today's date. _____
- I'm aware after putting in this notice and if someone has been notified for my apartment/house I can't change my mind; I still have to vacate. _____
- Utilities must be in my name until I turn the keys in/vacate the unit. _____
- I MUST turn my key into the office and sign the 'Key Turn In' form the day of vacate _____
- I will be charged \$10 a day after notice expired until my key is turned in. _____
- I have contacted the post office to forward mail because I will not have access to my mailbox after notice expires/key is turned in. _____

Upon termination of a tenancy, the tenant must notify HSHA in writing of his/her tenant's forwarding address. Within thirty days after termination of a tenancy, the Housing Authority shall deliver to the tenant of former tenant at a forwarding address either:

- a) the full amount of the security deposit paid by such tenant; or
- b) The balance of the security deposit paid by the tenant ,after deduction for any damages suffered because of the tenant's failure to comply with the tenant's obligations, together with a written statement itemizing the nature and amount of such damages.

If a tenant fails to notify HSHA of his/her forwarding address at the time of move-out, the tenant forfeits his/her claim to any remaining amounts of the security deposit not used to cover unpaid rent and charges or damage.

Please provide forwarding address: **Make sure information is accurate.** _____

Street: _____ City: _____ State: _____ Zip code: _____

Current Telephone: _____ Email address: _____

TENANT NAME

Date

Hayti Heights Housing Authority

Date