

NOTICE OF INTENT TO MOVE

To Whom it May Concern:

_____ has notified me that he/she will be vacating

(Tenant Name)
the premises located at _____

(Address of Unit)
on _____.

(Date Unit is to be Vacated)

If the tenant is being asked to move due to damages beyond normal wear and tear and/or lease violations, please notify the West Valley City Housing Authority at 963-3320. This will help us to protect the integrity of our program.

Please be aware, by signing this form you are not relinquishing your right to pursue legal action and/or recovery for tenant caused damages beyond normal wear and tear, or delinquent rent. You are merely indicating the tenant has given you proper notice and has your permission to move.

Owner/Manager

Date

Tenant

Date

NOTE: The Family must supply CURRENT Income Verification at the time this form is submitted to the Housing Authority in order to receive a MOVING PACKET.

Landlords,

If the rent is not current or there are known damages, please list below. If there are no damages listed the Housing Authority will allow the tenant to move to a new unit. If you find damages after the tenant has moved out it is your responsibility to work directly with the tenant to recoup those losses. If damages are listed or they owe back rent, the tenant will not be allowed to move until restitution is made and they are in good standing.

Damages: _____

Amount of rent owed to the landlord: \$ _____