



AGREEMENT OF INTENT TO VACATE

DATE: _____

OWNER: _____

_____ (address)

_____ (phone)

TENANT: _____

_____ (address)

_____ (phone)

It is our understanding that it is a practice of the Lorain Metropolitan Housing Authority (LMHA) to require the landlord and tenant to enter into a lease, and for the landlord and the LMHA to enter into a contract on the 1st day of the month for a tenant who is moving. We understand that the release date on this Agreement Of Intent To Vacate should always be the last day of the month **prior to** the tenant's move. Due to the fact that the tenant will not be providing the landlord with an additional 30-day's notice to move, we are in agreement that the tenant is to move from the above stated address on

_____ (must be the last day of the month prior to the tenant's move)

By signing this form we agree that the rent is current and that the landlord has inspected the unit and has found no excessive damages. We further agree that any tenant provided utilities are current or that we, the landlord and the tenant have come to a mutual agreement as to how any arrearages will be resolved. We understand that if the tenant does not move by the above date, that the LMHA will require another agreement or other evidence of lease termination as provided by the lease. **By signing this form, both the tenant and the landlord understand that the Housing Assistance Payment (HAP) to the landlord will no longer be paid as of the move out date above.**

Signature of Tenant

Date

Signature of Landlord or their Agent

Date

Original to Section 8
Copy to Landlord and Tenant

(OVER)



BEFORE YOU MOVE

1. **NOTICE TO MOVE** –*You must give your owner a written 30 day notice or 60 day notice depending on what your lease states (please read your lease), and the owner or agent must sign this notice acknowledging receipt of the notice. An Agreement of Intent to Vacate signed by the owner and tenant must be brought in to your Section 8 worker before you may receive your voucher to move. (A 30 day notice is from the 1st of the month through the end of the month.)*

2. **PERSONAL DECLARATION** - *You will need to complete a new PD, sign authorizations, and bring in all income verifications and deductions in order to update your file for the new leases. LORAIN COUNTY RESIDENTS: This form must be brought back to the Section 8 office before a voucher can be issued. Please do not return these papers via mail and do not drop these papers off at the front desk. You must see a caseworker in order to receive a voucher to move. OUTSIDE OF LORAIN COUNTY RESIDENTS: This form must be returned with your landlord’s signature before a voucher can be issued. Once returned, I will issue you a voucher to move and send you a Request For Tenancy Approval (RFTA) for you to take to your future landlord. Once the completed RFTA is returned to the Section 8 office, I will be able to schedule your future unit for an inspection.*

3. **VOUCHER ISSUANCE** – *Your worker will go over your PD and income verifications with you and issue you your voucher and give you a Request For Tenancy Approval (RFTA) for your new unit.*

4. **RFTA** - *Please try to bring the RFTA into the office by 21st of the month so we have time to inspect your new unit and stop pay your current landlord.*

5. **BEFORE YOU MOVE IN**
 - a. *The unit must **PASS INSPECTION** and SECTION 8 AND YOUR OWNER MUST AGREE ON A RENTAL AMOUNT before you move in or sign a lease.*
 - b. *You must have all **utilities** designated as tenant responsibility on the RFTA in your name before you can sign leases or move in.*
 - c. *You must pay your **security deposit** or make arrangements with your Landlord prior to obtaining keys and moving into your new unit.*

MOVERS – NEW LEASES BEGIN THE 1ST OF THE MONTH!

Tenant Signature

Date

OS Signature

Date