



INSTRUCTIONS FOR COMPLETING THE 30-60-DAY NOTICE OF INTENT TO MOVE

You must give your present landlord at least a 30-60 days' notice that you will be moving. Please follow the instructions below:

1. Give the 30-60-day notice to your landlord before you return your request to move to Lake MHA.
2. Enclose a **copy** of the notice with your request to move when you submit it to Lake MHA.
3. Enter the date by which you will be moved out of your present unit. Always choose the last day of the **next** month you plan to move. (i.e.: If you turn in your request to move on February 15, your 30-day notice should indicate that you will be vacating your unit by March 31. Remember, your 30-day notice must be for 30 days or more, but it can never be for less than 30-days.)
4. Give the 30-day notice to your landlord. Ask him/her to sign your copy. Give Lake MHA a signed copy, along with your request to move. **Keep a copy for yourself.**

30-60-Day Notice of Intent to Move

Tenant Name: _____

Address of unit you will be moving from: _____

Dear Landlord:

This is my 30–60-day notice to move out of the dwelling unit I have been renting from you (the unit noted above). I will vacate the unit on or before _____.

I understand that if I am still occupying the unit after the date noted above, I may be responsible for the full amount of rent.

Tenant Signature

Date

I hereby accept your notice to vacate the above listed property on _____.

I acknowledge that you are leaving this property in **good standing** and that you do not have any outstanding balances for rent or utilities, pending your move out inspection.

Landlord Signature

Date

