

Jeffersonville Housing Authority

206 Eastern Boulevard • Jeffersonville, Indiana 47130-2802 • Phone (812) 283-3553 • Fax (812) 282-1214

NOTICE OF INTENT TO VACATE

Tenant must give 30 days' notice to Housing Authority prior to moving out in order to receive a refund of security and pet deposits.

Date of Notice: _____

Tenant Name: _____

Telephone: _____

Address: _____

Complex No: _____

I, _____, hereby serve notice that I intend to vacate the above mentioned apartment on the _____ day of _____ 20____.

I intend to move to: (refund, if any, will be mailed to forwarding address or current address, if no forwarding address is provided)

Street: _____

City, State, Zip Code: _____

(Note to Tenant: If you have fulfilled all the terms of your lease you may anticipate a deposit refund. However, in order to receive a complete refund, you must comply with the following items. Your liability is not limited to the amount of your security deposit.)

1. I am responsible for any and all costs incurred by my family or any other party due to my failure to vacate the premises on or before the date indicated above.
2. I may not rescind this notice nor may I change the date of vacating except by written consent of the Jeffersonville Housing Authority.
3. I am responsible for all incurred utility bills and the full rent through the date of actual vacating.
4. I understand that submitting this notice does not relieve me of any liability that I may have under my present Lease Agreement. I am responsible for removing all of my belongings and cleaning the unit thoroughly and that appropriate charges will be deducted for cleaning, damages and repairs to the unit and its contents, excluding normal wear and tear, and for any amounts owed to Jeffersonville Housing Authority.

Reason for vacating:

Tenant Signature: _____

Date Signed _____

Received By (JHA Official): _____

Date Received: _____