

CHEYENNE HOUSING AUTHORITY

INDIAN HILLS/PINE BLUFFS

NOTICE OF INTENT TO VACATE

DATE: \_\_\_\_\_

Tenant's Name: \_\_\_\_\_ Address: \_\_\_\_\_

I hereby serve notice of my intent to vacate on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. My reason for leaving is \_\_\_\_\_. I understand that, in accordance with the terms of my lease with Cheyenne Housing Authority, I must leave the unit in the state of repair and as clean as when I moved in as noted in Section 8.B.2 of the lease dated \_\_\_\_\_. I also understand that the cost of any cleaning or repairs that are needed and accomplished by the Cheyenne Housing Authority after I have moved out will be deducted from my security deposit and unearned rent will be billed to my account in which I will be obligated to pay in full. I further understand that I will be charged for changing all locks on the unit, if all keys are not turned in at the time of vacating.

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Tenants Signature

**FORWARDING ADDRESS:**  
Must be provided in order to assure deposit refund is mailed to the appropriate address.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This is to certify that I have given a copy of this document to the above tenant.**

\_\_\_\_\_  
Cheyenne Housing Authority      Date

Vacating Tenant Status  
(To be completed by Housing Office and Housing Maintenance)

WAS THIS TENANT EVICITED? \_\_\_\_ YES \_\_\_\_ NO

KEYS TURNED IN? \_\_\_\_ YES \_\_\_\_ NO

MOVE OUT DATE \_\_\_\_\_

AMOUNT CHARGED: \_\_\_\_\_

WORK ORDER # \_\_\_\_\_

**Both department heads must sign off on security deposit before it can be refunded.**

LAST DAY RENT IS TO BE CHARGED \_\_\_\_\_

\_\_\_\_\_  
Housing Supervisor      Date

\_\_\_\_\_  
CHA Maintenance      Date