

Cheyenne Housing Authority

NOTICE OF INTENT TO VACATE

DATE: _____

TENANT'S NAME: _____

ADDRESS: _____

This is my notice of intent to vacate the above unit listed on the ____ day of _____ 20____. Thirty (30) days advance written notice is required per the lease.

In accordance with the terms of my lease with Cheyenne Housing Authority, I understand the following:

- ✓ Tenant is responsible for payment of the full month's rent for the month tenant moves out of the unit. Tenant is responsible for payment of ongoing rent until one of the following conditions are met:
 1. Unit keys are returned to the Authority,
 2. Authority has sufficient evidence to reasonably conclude that Tenant has abandoned the Premises. For example, if Tenant fails to notify the Authority of Tenant's move-out and the Authority discovers that Tenant abandoned the unit, Tenant is responsible for rent payment up to and including the date the Authority discovers and takes possession of the vacant unit.
 3. Tenant's family has been removed from the unit as a result of an action by the Authority.After one of these three conditions is met, the Authority will prorate the final month's rent to determine the actual number of days tenant is responsible for rent payment. The balance of the paid prorated rent payment and the security deposit will be applied to any Tenant charges due to the Authority. The remaining balance, if any, will be returned to Tenant.
- ✓ Tenant agrees to turn in the keys at the time of vacating the unit. All keys must be returned. A charge will be made for changing locks if all keys are not returned at the time of move out. The keys must be turned into the Authority office (and may be dropped in the drop box there if the office is not open at the time). By returning the key(s) the tenant unambiguously indicates that they release possession of the unit to the CHA.
- ✓ Tenant is expected to leave the Premises in the same condition it was in at the time of Tenant's move in (as reflected on the move-in inspection report), less any normal wear and tear. Tenant will be charged for the costs of services, maintenance, replacement and repair for damages beyond normal wear and tear. Such charges will be deducted from Tenant's security deposit. Tenant is responsible for the full amount of charges so assessed, even if the amount exceeds Tenant's security deposit.

TENANT'S SIGNATURE

FORWARDING ADDRESS:

Must be provided in order to assure deposit refund (if any) is mailed to the appropriate address.

Updated February 2023



Cheyenne Housing Authority

Vacating Tenant Status

(To be completed by Housing Office and Housing Maintenance)

WAS THE TENANT EVICTED? ____ YES ____ NO

KEYS TURNED IN? ____ YES ____ NO

Key Numbers: _____

MOVE OUT DATE: _____

Maintenance Charges: _____

WORK ORDER #: _____

Both departments must sign
off on security deposit before it can be
refunded.

LAST DAY RENT IS
TO BE CHARGED: _____

HOUSING SPECIALIST DATE

CHA MAINTENANCE DATE



Cheyenne Housing Authority

CHA PRE-MOVE OUT INSPECTION

I _____ living at _____
have provided CHA with a Notice of Intent to Vacate. I am requesting the following:

- A PRE-MOVE OUT INSPECTION
- TO BE AT THE MOVE-OUT INSPECTION
- I DECLINE TO BE AT THE MOVE-OUT INSPECTION

For unit transfers and for tenants moving to the Housing Choice Voucher Program, a pre-move out inspection is ***required.***

If I requested a pre-move out inspection or to be in attendance at the actual move-out inspection, I understand I must provide a valid phone number: _____.

I also understand that if I elected to attend the move-out inspection, I will meet the CHA representative at the scheduled time.

SIGNATURE

DATE

