

# Cheyenne Housing Authority

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## 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.

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



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## 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

Effective: 10.07.2024

## 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

[A run-through for a successful move out]

☐


### To be present at the Move-Out Inspection

[Scheduled within 24 hrs. of Move-Out, not including weekends]

☐

### I decline to be present at the Move-Out Inspection

For unit transfers and 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 attend the **actual move-out inspection**, I understand I **must** provide a **valid phone number**:  \_\_\_\_\_.

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



Mailing Address: PO Box 20046, Cheyenne, WY 82003  
3304 SHERIDAN ST. / CHEYENNE, WY 82009 / PH. 307-633-8333 / FAX 307-637-4663  
For TTY assistance call 1-800-877-9965 / FAX 307-633-8315 (Housing Dept.) [www.cheyennehousing.org](http://www.cheyennehousing.org)

