



CITY OF TUCSON
HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT
HOUSING ASSISTANCE DIVISION

NOTICE TO VACATE

HEAD of HOUSEHOLD: _____ DATE: _____

UNIT ADDRESS: _____ ENTITY ID: _____

CITY, STATE, ZIP: _____

TELEPHONE/CONTACT # _____

EMAIL ADDRESS: _____

Please be advised that on _____, I will vacate the unit located at _____

In the event that I am unable to vacate the unit on the date specified above, I will notify you and request a new move-out date, and I will submit a written request for additional time in the unit to City of Tucson Housing and Community Development (HCD).

“A Participate Family” who wants to move must vacate the unit in compliance with the lease; provide landlord a minimum of 60 days’ notice and CITY OF TUCSON HCD with a copy of the written notice. The Participant Family must be in good standing with no lease violations before a Voucher is issued to lease a new unit.

Note: *Housing Assistance Payments (HAP) made by CITY OF TUCSON HCD for the unit listed above shall end on the date specified above. Any HAP overpaid for this unit must be returned to CITY OF TUCSON HCD within a reasonable time specified by CITY OF TUCSON HCD.*

Client Name – Print	Signature	Date
Owner/Agent – Print	Signature	Date
Owner/Agent Phone #	Owner/Agent Email Address	

DECLARATION OF TENANT COMPLIANCE WITH LEASE AGREEMENT

Date: _____

Dear Landlord,

The completion of this form is required in order for the client to be considered to receive a voucher to relocate. Please check all that apply below and provide the date of expiration for the current lease agreement.

Failure to provide this notice to the Housing Authority will result in deeming the Tenant in "good standing" with the Lease Agreement.

Lease Expiration Date: _____

- The tenant has not destroyed or damaged the Leased Premises or any portion thereof beyond normal wear and tear and was not, at the time of Lease expiration, in material violation of any provision of the Lease. No outstanding balances are owed.

- The tenant has damaged the Leased Premises or portion thereof beyond normal wear and tear. The approximate amount of damages to the Leased Premises is believed to be not less than \$_____. (Attach pictures, repair estimates, or other additional information). The Tenant (has _____) (has not _____) made satisfactory arrangements with the undersigned to pay these damages.

- The tenant owes unpaid rent and other charges not otherwise enumerated herein in the amount of \$_____. The tenant (has _____) (has not _____) made satisfactory arrangements with the undersigned to pay these amounts owed.

- The tenant has left the unit in violation of the Lease.

- A petition for Eviction (has _____) (has not _____) been filed with the Court seeking possession of the Leased Premises. (If yes, attach a copy of the Petition).

All references to "Tenant" shall include the person named as tenant or lessee under the Lease and all members of his/her household.

If the statement is given on behalf of a landlord that is a corporation, partnership or Limited Liability Company or other entity, then I further affirm that I am authorized to give this statement on behalf of such entity.

Affirmation

I hereby certify that all the information I have provided on the DECLARATION OF TENANT COMPLIANCE WITH LEASE AGREEMENT form is true and complete.

Owner/Agent – Print

Owner/Agent Email Address

Signature