



Paul Watkins
HCV Administrator

TDD/TTY 1-800-545-1833, EXTENSION 824
www.mobilehousing.org

Notice to Vacate / Terminate Lease

I, _____ [Participant Name], am giving notice to terminate my lease at: **Address:** _____ AL, Zip: _____, **Termination Date:** _____ (End of Month).

I will return all keys to the Owner/Property Manager and remove all furniture and personal belongings from the unit by the **Termination Date**.

To move, I will adhere to the lease terms provided by the Owner/Property Manager, which may require 30- or 60- days' notice. A copy of this notice will be submitted to MHA HCV. I will ensure I have no lease violations, damages, or unpaid rent before receiving a voucher. MHA HCV will not provide rent or utility assistance after the termination date.

Participant Signature: _____ **Date:** ____/____/____
Telephone number: _____

Notice to Landlord

Before signing, inspect the rental unit and address any unpaid rent or damage beyond normal wear and tear. If you find such damage, provide your family with an itemized list of repair cost and deduct the security deposit. Notify the tenant at their last known address within 10 business days to potentially prevent voucher issuance. **SEND A COPY OF ALL THE DOCUMENTS TO MHA HCV CASE MANAGER.**

It is recommended that landlords and tenants reach a written agreement regarding any outstanding charges. Under Alabama Landlord-Tenant Law (March 2014), Landlords have 60 days after lease end to return the security deposit or provide a written explanation of deductions.

By signing below, I confirm the tenant is in good standing **as of the date noted on this form**. A copy of this agreement should be faxed or emailed to HCV front desk at hcvfrontdesk@mobilehousing.org.

Owner/Property Manager: _____ **Date:** ____/____/____
Print Name: _____
Telephone: _____

Landlord/Representative Signature: _____

Street Address:

110 Beauregard St. Suite 106
Mobile, Alabama 36602

Mailing Address:

Post Office Box 1345
Mobile Alabama 36633-1345

Telephone: (251) 434-2364
EFax: (251) 434-0004