

**WRITTEN NOTICE TO VACATE**  
(30-DAY Notice Required)

In accordance with the provisions of our lease that require a written notice before moving, please note that we intend to move on the following date:

---

It is understood that the unit must be vacant on or before the date promised due to other families/individuals requiring the unit.

Complex Name: \_\_\_\_\_  
Building Number: \_\_\_\_\_  
Apartment Number: \_\_\_\_\_  
Or  
Address if not one of the Housing Authority's complexes

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

Reason for Moving:

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

Suggestions on how we may improve our services:

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

Forwarding Address (needed for security deposit purposes):

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

\_\_\_\_\_  
Your Name – Please Print

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please give this form to your Resident Manager or the Housing Authority Administrative Office, 375 W. 37<sup>th</sup> St., Loveland, CO 80538. For Section 8, you must give an original to the owner, and a copy goes to your Housing Coordinator @ the Housing Authority. Thank you.