



STANDARD NOTICE TO VACATE AGREEMENT

You are required to give a PROPER NOTICE to vacate per your lease terms. MPHA strongly encourages that you give a 60-day notice to accommodate your search time and the briefing/inspection processes.

HCV/Section 8 Participants should only move when their lease expires. However, if you are wanting to move before your lease expires you must contact your Eligibility Technician for approval.

We, the undersigned Tenant and Owner/Landlord hereby acknowledge the acceptance of proper notice to move for the property address located at:

_____, Minneapolis, MN 554_____
zip code

The unit will be vacated on _____, 20_____.
Month Year

- **Both Tenant and Owner/Landlord signatures & dates are required.**
- **You must provide a completed copy to MPHA HCV/Section 8.**

Print Tenant Name

XXX-XX-_____
Social Security # last four

Tenant Signature (required)

Date

(_____)_____
Phone

Print Owner Name

Owner/Landlord Signature* (required)

Date

(_____)_____
Phone

*Owner/Property Management must inform MPHA HCV Dept if they extend the original vacate date or if tenant cancels vacate notice. This will ensure payments are not delayed and or can be reinstated if a tenant cancels a vacate.

*Owner/Landlord understands that no claim for rent loss due to vacancy may be made under the provisions of the Housing Assistance Payments Contract continued in effect, and the requirements of state law regarding refund of the Tenant(s) Security Deposit.

You may fax this notice to the attention of your Eligibility Technician at 612-335-4427



PROPER NOTICE TO VACATE

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A proper notice means:

- You state in writing your name, address and the date you will vacate the property (last day you will be living at the property, typically the last day of the month).
- Your landlord must sign and date the notice to vacate, acknowledging when they received it from you.
- If your landlord has refused to sign your proper written notice, you must mail a copy of the notice via certified mail to the landlord. You need to provide your Eligibility Technician a copy of the certified mail receipt; addressed envelope and copy of the vacate letter to verify that the attempt to notify was made.

Once HCV/Section 8 has approved your Proper Notice to Vacate, you will receive a letter within 10 business days scheduling you for your transfer briefing. All families moving in or out of Minneapolis are required to attend a mandatory transfer briefing.

Please note that HUD regulations prevent the issuance of a Voucher if any of the following apply:

- ▶ Any member of the family owes MPHA or any other Housing Authority money with the exception of being current on a repayment agreement.
- ▶ Any member of the family is under review for any violation of Family Obligations.

If you do not attend your scheduled transfer briefing or if you fail to follow these moving procedures, you may subject your family to delay your move with assistance. In addition, failure to attend the mandatory transfer briefing you may be terminated from the HCV program.