

Housing Authority of the City of Meriden
P.O Box 911
22 Church Street
Meriden, CT 06451
203-235-0157 Fax 203-237-8966

30 DAYS WRITTEN NOTICE OF INTENT TO VACATE

Must be completed by tenant

On _____ (Today's date), I _____ (tenant's name) hereby give you a written 30 days notification of my intent to vacate the unit at _____ Meriden, CT on the **last day** of the month of _____.

I understand that if I do not move by the above date I must re-submit a new notice to vacate form.

Signature _____ Phone _____

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Must be completed by landlord

On _____ (today's date), I _____ (landlord's name) received a 30 days written notice from the above tenant to vacate the unit at _____ Meriden, CT on _____ (last day of the month)

I understand that if the tenant does not move out by the above date he or she will be responsible for all rental charges incurred after the move-out date. If for any reason the tenant is not able to move into the new unit, I will receive another 30 days notice to vacate.

(Please check one)

The above tenant is in good standing

The above tenant is not good standing (PLEASE EXPLAIN)

COMMENTS:

Landlord/Agent Signature _____ Phone _____

I, _____ (tenant's name) will be moving from my current unit at
_____ (address).

My expected move out date is _____ (last day of the month)

I understand that I must move out of my current unit promptly and be in good standing with my rent. The apartment must be clean and all possession removed. I further understand that I must return all keys to the landlord by the end of day on the move-out date.

If the keys are not returned on time, I will be responsible for all rental charges for the current unit that is incurred after the move out date. I also understand that my current landlord is not obligated to return my security deposit until 30 days after I move out. The MHA is not responsible for unreturned security deposit.

If for any reason, I am not able to move into my new unit, I will immediately notify the MHA and I MUST RE-SUBMIT ANOTHER 30 DAYS NOTICE TO INTENT TO VACATE TO THE LANDLORD AND THE MHA. I also understand that MHA payment for my new unit cannot begin until the unit passes inspection and MHA personnel authorize me to move.

I understand that if I pay the landlord any rent, I must submit a receipt of the month rent to MHA.

Head of Household Signature _____

Date: _____

Note: The MHA will not process any Request for Tenancy Forms if the Notice to Vacate is not attached