Notice to Vacate

I, _____, give my Notice to Vacate the assisted unit located at
Head of Household Name

_____ on _____ to _____.
Unit Address Move-Out Date Landlord Name

By signing this document, I certify that I have served this written notice to the landlord and King County Housing Authority (KCHA) at least 20 calendar days in advance of the above vacate date.

I certify my understanding and agree with the following information:

- KCHA will stop Housing Assistance Payments on the date of the move out
- Any rent, utilities and/or fees must be settled either in full or by execution of a payment arrangement. If they are not, my participation in the Housing Choice Voucher Program may be terminated
- KCHA recommends the tenant and landlord conduct a vacate inspection
- In the event there is a change in the move out date, a revised Notice to Vacate must be submitted to the landlord and KCHA on or before the original vacate date. KCHA allows only two extensions to the Notice to Vacate. If the revised Notice to Vacate is not received timely, KCHA is not required to reinstate assistance
- Although a minimum of 20 days' Notice to Vacate is required, it may take KCHA up to 60 days to process the move
- Under no circumstances can KCHA ensure a transition with continued assistance from one assisted unit to the next without a break in assistance/housing. We strongly recommend the household plan accordingly
- KCHA may notify the landlord of its receipt of this document

_____ _____
Head of Household signature Date

_____ _____
Email address Telephone number

Landlord Acknowledgement

By signing this document, I, _____, acknowledge receipt of the attached and
Landlord Name
understand the information above. My signature does not imply agreement or resolution of any outstanding matters regarding this tenancy. By receiving this document, I am aware that if I choose not to sign below, KCHA may still process the household's move.

_____ _____
Landlord signature Date

_____ _____
Email address Telephone number