



Notice to Vacate

## NOTICE TO VACATE

**(THIS FORM MUST BE COMPLETED 45 DAYS PRIOR TO EFFECTIVE MOVE DATE)**

I, *(name of HOH)* \_\_\_\_\_ hereby give notice to vacate the residence located at the address below:

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

I will return all keys to the Landlord/Management and all of my personal belongings and furniture will be out of the unit on \_\_\_\_\_.

*(Move Out Date)*

My reason for moving my house/apartment is \_\_\_\_\_.

I understand that should I need to continue to occupy the current unit after the above date I must obtain written authorization from the Landlord and submit to CVR New York prior to the move out date noted above.

I understand that my request may be delayed if CVR New York receives written notice from my Landlord of any unresolved lease violations.

Family Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_

### LANDLORD CERTIFICATION

By Signing this notice I, the Landlord certify that the above tenant is up to date with his/her share of rent and is in good standing with no lease violations.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone No: \_\_\_\_\_

Date: \_\_\_\_\_

**\* NOTE: PLEASE KEEP IN MIND THAT IF THERE ARE LEASE VIOLATIONS DURING THE MOVE PROCESS, IT COULD DELAY THE MOVE. IN ADDITION, IF YOU VACATE THE UNIT WITHOUT NOTICE OR HAVE LEASE VIOLATIONS YOU MAY BE TERMINATED FROM THE PROGRAM.**