Clermont Metropolitan Housing Authority
65 South Market Street | Batavia, Ohio 45103
513.732.6010 | Fax 513.732.6520
www.clermontmha.org

TENANT NOTICE TO VACATE

I, _____, do hereby give my notice to Clermont
(Print Your Name)

Metropolitan Housing Authority (CMHA) that I am terminating my existing Housing Choice Voucher

(HCV) lease effective _____.
(must be the end of the month)

By completing this form, I am agreeing:

1) The 12-month lease at my HCV unit has ended or will end on the above date per the lease agreement I signed with my landlord.
2) This notice must be submitted to CMHA *at least* 31 days *but not more than* 60 days before the effective termination date listed above. This termination date must be the last day of the month.
3) If I continue to live here after the above termination date, I will be responsible for the full contract rent ***(and not just my tenant portion)*** until I vacate the property.
4) CMHA will make no payments to the owner after the above termination date unless both the landlord and I agree in writing to an extension or termination of this notice.
5) I understand CMHA will not pay two landlords for the same month for my family.
6) All debts owed to CMHA **must** be cleared before CMHA will honor this notice.
7) I have submitted all requested information to my Occupancy Specialist.
8) It is my responsibility, *as the party terminating the lease*, to provide adequate and proper notice, *as outlined in my residential lease*, to my landlord.

_____ _____
Tenant's Signature Date Signed

_____ _____
Tenant's Address Phone #

Initial below if you wish to terminate your HCV Program Participation:
____ Not only do I wish to terminate the lease to my current unit with my landlord, but I also wish to terminate from CMHA's HCV Program. I know that I will have to wait to reapply when the HCV Wait List reopens if I want assistance in the future.

Landlord Acknowledgement

_____ _____
Landlord's Signature Date Signed

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Occupancy of Unit after the Termination Date

No future subsidy payments on behalf of the family will be made by CMHA to the owner after the month in which the contact is terminated. The owner must reimburse CMHA for any subsidies paid by CMHA for any period after the contract termination date.

If the family continues to occupy the unit after the contract is terminated, the family is responsible for the total amount of rent due to the owner. The owner will have no right to claim compensation from CMHA for vacancy loss and/or damages to the unit.

Recommendations to Tenants:

- Tenant is expected to adhere to the termination date of the contract.
- Make sure that rent is paid through the end of the contract.
- Give the landlord a valid forwarding address prior to move-out.
- The landlord has 30 days after the move-out date or end of contract date, whichever is later, to supply an itemized statement or return deposit.
- Establish and conduct a move-out inspection with the landlord.
- Vacancy of the unit should reflect the appearance and condition at the time of the move-in (with the exceptions of normal wear and tear).
- Consult & resolve with the landlord if damages exceed normal wear and tear.

Recommendations to Landlords:

- Landlord is expected to adhere to the termination date of the contract.
- Make sure that rent is collected through the end of the contract.
- Obtain a valid forwarding address for the tenant prior to move out.
- The landlord has 30 days after the move-out date or end of contract date, whichever is later, to supply an itemized statement or return deposit.
- Establish and conduct a move-out inspection with the tenant.
- Vacancy of the unit should reflect the appearance and condition at the time of the move-in [with the exceptions of normal wear and tear]
- Consult & resolve with the tenant if damages exceed normal wear and tear. If needed, obtain legal advice and/or execute legal action. Please notify CMHA if legal action or judgments are obtained against the tenant.

Reminder: CMHA will make **no payments** to the owner after the above termination date unless both the landlord and tenant agree in writing to an extension or termination of this notice. If the tenant continues to live in the subsidized unit after the effective termination date, the tenant will be responsible for the full contract rent ***(and not just the tenant portion)*** until they vacate the property.

REV: 02/21