



HOUSING CHOICE VOUCHER PROGRAM (SECTION 8)

## NOTICE TO VACATE AGREEMENT FORM

*THIS FORM IS THE FIRST STEP IN THE MOVE PROCESS. AFTER THIS COMPLETED FORM IS SUBMITTED TO FCDHCD – TENANTS MUST COMPLETE THE REQUIRED PROGRAM MOVING PROCEDURES PRIOR TO MOVING TO A DIFFERENT VOUCHER UNIT.*

1. **DATE OF NOTICE:** \_\_\_\_\_ **NOTICE PERIOD REQUIRED BY LEASE:** \_\_\_\_\_ **DAYS**
2. **TENANT NAME:** \_\_\_\_\_
3. **LANDLORD NAME:** \_\_\_\_\_
4. **UNIT ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_
5. **VACATE DATE:** \_\_\_\_\_ **(DATE TENANT MUST BE OUT OF UNIT)**
6. **NOTICE TO VACATE REQUESTED BY:**    \_\_\_ LANDLORD        \_\_\_ TENANT        \_\_\_ BOTH
7. **TENANT CONTACT OR FORWARDING ADDRESS AFTER MOVE OUT: (REQUIRED)**

*We understand that our lease agreement will end effective on the date given above. Should there be any change to that agreed upon date and/or should the tenant remain in the unit past that date, we will notify FCDHCD accordingly. You must notify FCDHCD if tenant holds over in order to receive any HAP payments past the vacate date.*

**TENANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LANDLORD SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

- Please be advised that the FCDHCD HAP Contract for payment of the **rent subsidy terminates** with the end of the lease as agreed upon and/or the vacating of the unit by the tenant.
- We strongly advise both parties to arrange and complete a **move-out inspection** to coincide with the vacating of the unit to determine any damages.
- All **security deposits** must be handled in accordance with Maryland State Law. Tenant must provide contact address for disbursement of deposit,
- FCDHCD does not pay damages.
- **If damages exceed the security deposit, landlords should seek a court judgment.**
- **Tenants are responsible to pay such a court judgment or could lose their voucher assistance.**

**\*\*\* PORTION BELOW MUST BE COMPLETED BY LANDLORD: \*\*\***

Is this tenant delinquent on any rent or utility payments?    \_\_\_ yes        \_\_\_ no        \_\_\_\_\_ \$ amount?

If yes, have arrangements been made to satisfy this debt?    \_\_\_ yes        \_\_\_ no

Is this tenant is currently in good standing with you?        \_\_\_ yes        \_\_\_ no

If tenant is **not** in good standing, please explain: \_\_\_\_\_  
 \_\_\_\_\_

*If you have set up a Repayment Agreement with the tenant to satisfy a debt, please attach it here.*

**LANDLORD SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_