



## STANDARD PROPER NOTICE TO MOVE AGREEMENT

We strongly suggest that you give a 60 day notice to accommodate your search time and the briefing/inspection processes.

We, the undersigned Tenant and Landlord/Owner hereby acknowledge the acceptance of proper notice to move for the property address located at \_\_\_\_\_, Minneapolis, MN 554\_\_\_\_\_.  
The unit shall be vacated on the last day of \_\_\_\_\_, 20\_\_\_\_\_.

\*The Owner/Landlord understands that no claim for rent loss due to vacancy may be made under the provision of the Housing Assistance Payments Contract continued in effect, as do the requirements of state law regarding refund of the Tenant(s) Security Deposit.

\_\_\_\_\_  
Print Tenant Name

\_\_\_\_\_  
Print Owner Name

\_\_\_\_\_  
Owner/Landlord Signature

\_\_\_\_\_  
Date

(\_\_\_\_\_)\_\_\_\_\_  
Phone

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

(\_\_\_\_\_)\_\_\_\_\_  
Phone

- **Both Tenant and Landlord/Owner signature and date are required.**
- **You must provide the completed copy to Section 8.**

You may fax this notice to the attention of your Eligibility Technician at 612-335-4427

R4/1/10



# PROPER NOTICE TO VACATE

Section 8/HCV Participants are allowed to move when their current lease expires.

You are required to give your current landlord a PROPER NOTICE to vacate and at the same time you are to provide a copy of that notice to the PHA.

**We strongly suggest that you give a 60 day notice to accommodate your search time and the briefing/inspection processes.**

A proper notice means:

- You state in writing your name, address and the date you will vacate the property (the last day you will be living at the property).
- The date you vacate the property **must** be the last day of the month.
- Your landlord must sign and date the notice to vacate, acknowledging when they received it from you.
- If your landlord has refused to sign your proper written notice, you must mail a copy of the notice via certified mail to the landlord. You need to provide your Eligibility Technician a copy of the certified mail receipt; addressed envelope and copy of the vacate letter to verify that the attempt to notify was made.

Once Section 8 has accepted your Proper Notice to Vacate, you will receive a letter within 10 business days scheduling you for your transfer briefing. All families moving in or out of Minneapolis are required to attend the transfer briefing.

Please note that HUD regulations prevent the issuance of a Voucher if any of the following apply:

- ▶ Any member of the family owes Minneapolis Public Housing or any other Housing Authority money
- ▶ Any member of the family is under review for any violation of Family Obligations.

If you do not attend your scheduled transfer briefing or if you fail to follow these moving procedures, you may subject your family to a delay in your move with assistance.