



Pender County Housing Department

NOTICE OF INTENT TO MOVE OR VACATE UNIT

Date

Landlord Name

Landlord Address

Dear Landlord:

Please accept this letter as my/our notice (*choose one*) 30-Day / 60-Day notice of my/our intent to move from the unit at:

I/we will be completely moved out of the unit and turn in the keys by 5 p.m. on (*give date*) _____. We will cooperate with you to complete a move-out inspection if one is requested.

I/we understand that we are responsible for our rent portion through the notice period. I/we understand that we must continue to maintain the unit, keeping it clean and in good condition.

Sincerely,

Signature of Head of Household

TO BE SIGNED BY THE LANDLORD:

I certify that I received this notice on (*give date*) _____. I will complete a move-out walk-through with the tenant and submit a reconciliation of the Security Deposit (*including a bill for damages*) to the tenant and the Housing Authority within 30 days of move-out.

Signature of Landlord

Copy to: Pender County Housing Authority
P O Box 1149
Burgaw, NC 28425