



Pender County Housing Department

NOTICE TO VACATE UNIT

Date

Tenant Name

Tenant Address

Dear Tenant:

Please accept this letter as my/our notice (*choose one*) 30-Day / 45-Day / 60-Day notice requiring you to vacate (move from) the unit located at:

You must 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 with you if one is requested. You are responsible for your rent portion through the notice period. Please remember that you must continue to maintain the unit, keeping it clean and in good condition.

You have a Security Deposit of \$_____ on deposit with us. Your deposit will be reconciled and any balance due you returned within 30 days of move-out.

Sincerely,

Signature of Landlord/Owner

TO BE SIGNED BY THE TENANT:

I certify that I received this notice on (*give date*) _____. I will complete a move-out walk-through with the Landlord if requested.

My/our forwarding address is: _____

Signature of Tenant

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

PLEASE MAKE SURE TENANT HAS SIGNED BEFORE SENDING.