



# PALM BEACH COUNTY HOUSING AUTHORITY

## NOTICE OF INTENT TO VACATE

Please email this form to [rfta@pbchaf1.org](mailto:rfta@pbchaf1.org). Failure to do so will delay the process.

### To Be Completed by the Tenant:

I \_\_\_\_\_, do hereby serve notice of my intent.

To vacate the premises located at \_\_\_\_\_.

On the \_\_\_\_\_ day of \_\_\_\_\_. My reason for moving is \_\_\_\_\_.

My current phone number is (\_\_\_\_) \_\_\_\_-\_\_\_\_.

I intend to move to (Address): \_\_\_\_\_

(N/A if unknown) \_\_\_\_\_

### My new landlord will be:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Please forward my security deposit to: \_\_\_\_\_

I certify that all personal belongings will be moved as of the date indicated above. I hereby authorize the lessor to dispose of any/or all personal property remaining in the unit after surrender of possession, as it deems best.

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

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

### To be completed by Current Owner/Manager:

Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Address: \_\_\_\_\_

By signing this document the owner in no way relinquishes his/her right to claim damages on the security deposit.

I have received a copy of the tenant's "Intent to Vacate" and hereby certify as follows:

The tenant presently owes me \$\_\_\_\_\_ for unpaid rent. The tenant presently owes me \$\_\_\_\_\_ for damages.

\_\_\_\_\_  
Owner/Manager Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date