



St. Charles Parish Housing Authority
200 Boutte Drive, P.O. Box 448, Boutte, LA 70039
(985) 785-2601, Fax (985) 785-6238

NOTICE OF INTENT TO VACATE

30-DAY NOTICE OF INTENT TO VACATE

St. Charles Parish Housing Authority requires each family to formally submit a notice to vacate in order to move to a new residence with continued Housing Assistance. If you desire to move, please complete the top portion of form and have your current Landlord complete where indicated on this form. You will need to return the form to our office at least 30 days prior to your vacate date.

THIS FORM MUST BE SIGNED BY BOTH YOU AND YOUR LANDLORD.

I _____(Name), hereby give my 30-day notice to vacate the residence located at: _____

Have you notified your landlord of your intent to vacate the unit [] YES [] NO

When does your lease expire? _____

Expected Move out Date (last day of the month)? _____

Participant Social Security Number: _____

Tenant Signature

Date



TO BE COMPLETED BY LANDLORD

Is the tenant in good standing with the lease? [] YES [] NO

Is your tenant current on rent? [] YES [] NO

Has the unit been damaged above normal wear and tear? [] YES [] NO

Landlord Name: _____

Landlord Signature

Date