

**CHEYENNE HOUSING AUTHORITY
NOTICE OF INTENT TO VACATE**

Tenant's Name: _____ Address _____

I hereby serve notice of my intent to vacate on the _____ day of _____, 20____. My reason for leaving is _____. I understand that, in accordance with the terms of my lease with the Cheyenne Housing Authority, I must leave the unit in as good a state of repair and as clean as when I moved in as noted on exhibit "A" of the lease dated _____. I also understand that the cost of any cleaning or repairs that are needed and accomplished by the Cheyenne Housing Authority after I have moved out will be deducted from my security deposit and unearned rent will be billed to my account and which I will be obligated to pay in full. I further understand that I will be charged for changing all locks on the unit, if the keys are not turned in at the time of vacating.

DATE

TENANT'S SIGNATURE

**Forwarding Address: Must be provided
in order to assure deposit refund is mailed
to the appropriate address.**

This is to certify that I have given a copy of
this document to the above tenant.

Cheyenne Housing Authority DATE

VACATING TENANT STATUS

(To be completed by CHA Maintenance)

Was this tenant evicted Yes or No

MOVE OUT DATE _____

KEYS TURNED IN: ___YES ___NO

WORK ORDER # _____

AMOUNT CHARGED _____

LAST DAY RENT
IS TO BE CHARGED: _____

Both department heads must sign off on
security deposit before it can be refunded.

Housing Supervisor Date

CHA-T-244 (REV 2/85)

CHA Maintenance Date