

**Moundsville Housing Authority**

501 Tenth Street – Moundsville, WV 26041  
Phone (304) 845-3141 – Fax (304) 845-3147

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**INTENT TO VACATE**

Date of Notice: \_\_\_\_\_

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

Address of unit: \_\_\_\_\_

I hereby serve notice that I intend to vacate the above-identified dwelling on: \_\_\_\_\_, 20\_\_\_\_

My reason for moving is: \_\_\_\_\_

My forwarding address is: \_\_\_\_\_  
\_\_\_\_\_

I fully understand and agree once I have fully vacated and moved all my personal property from the above listed unit and turned my keys in, the Moundsville Housing Authority will take possession of the property and dispose of the personal property contained within. I no longer want anything left in the above listed unit.

X \_\_\_\_\_  
Signature of Tenant or Representative

X \_\_\_\_\_  
Date

**-OFFICE USE ONLY-**

Returned Keys on: \_\_\_\_\_

Number of Keys returned: \_\_\_\_\_

Number of Key Fob's returned: \_\_\_\_\_

Number of Mailbox Keys returned: \_\_\_\_\_

X \_\_\_\_\_

MHA STAFF SIGNATURE