



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

NOTICE OF INTENT TO VACATE

Date of Notice: _____ Phone Number: _____

Name: _____ Address of unit: _____

I/We hereby serve notice of my intent to vacate the above-identified dwelling on: _____

My/Our reason for moving is: _____

My/Our forwarding address is: _____

- ✓ I/we understand, I/we will forfeit the security deposit, in total, for failure to give a FULL thirty (30) day notice to the MHA office.
- ✓ I/we understand, I/we will be charged rent until the keys are returned to Moundsville Housing Authority Administrative Office. Rent is charged the 1st of every month.
- ✓ I/We understand, the Housing Authority may inquire about and report on the rental history of the applicants or tenants and may exchange information with other landlords or any reporting agency that may exist for that purpose. Such information may include rent payment history, housekeeping practices, damage to property, general behavior, or other pertinent information.
- ✓ I/We understand and agree, once I/we have fully vacated and removed all my/our personal property from the above listed unit, as well as returned my/our keys, Moundsville Housing Authority will take possession of the property and dispose of the contents left in the unit. I/We understand that I/we will be charged for removal of anything left in the unit.

Signature: _____ Date: _____

-OFFICE USE ONLY-

☐ Full 30-day notice was NOT given ☐ Keys were left in rent box

Returned Keys on: _____ Number of Keys returned: _____

Number of Key Fob's returned: _____ Number of Mailbox Keys returned: _____

MHA Representative: _____