



Lucas Metropolitan Housing Authority
211 S. Byrne Road
Toledo, OH 43615
419-259-9448 Fax 419-259-9495
TRS: Dial 711
www.lucasmha.org

INTENT TO VACATE NOTICE TO LANDLORD
AND NOTICE OF GOOD STANDING TO LMH

Dear Property Owner:

I am submitting this notice to inform you that I plan to vacate the premises located at:

Address

City, State, Zip Code

I will be submitting this form to the Housing Choice Voucher Program office so that my eligibility to relocate can be determined. Since being a tenant in good standing is one requirement to be eligible to rehouse, I must have you complete the lower portion of this form. This notice only serves as my intent to vacate and is being used as a factor in the eligibility process of moving with continued assistance. Prior to actually vacating, I will provide you with a Notice of Lease Termination in accordance with my lease requirements and Family Obligations of the Housing Choice Voucher Program that will include my vacate date.

Tenant Name (printed)

Phone:

E-Mail Address:

Tenant Signature

Date

THE CURRENT LANDLORD MUST COMPLETE THIS PORTION BELOW

Dear LMHA,

\_\_\_\_\_ who lives at \_\_\_\_\_
Tenant Name Tenant's current address

currently has a lease that expires on \_\_\_\_\_ and [ ] continues month to month [ ] self renews.

The tenant [ ] IS [ ] IS NOT current with their portion of rent and utilities.

Landlord Signature

Phone #

Date

If you need this document in a different language or LARGER FONT or if you need a reasonable accommodation (persons with disabilities), please call 419-259-9448 or TRS: Dial 711. Advance notice of seven days is required in order to arrange for interpreter services.



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FOR OFFICE USE ONLY

\_\_\_\_\_ Mandatory Move \_\_\_\_\_ Elective Move

Dear \_\_\_\_\_,

[ ] You have been assigned to attend an oral briefing on \_\_\_\_\_. You must bring your picture id with you to the briefing. This is where you will receive your voucher to move. The briefing begins at 9:15 a.m. and lasts approximately 2 hours. You will not be issued a voucher to move if you arrive late or leave early!

LMHA conducts these classes to be able to provide valuable information to our families to use during their housing search. The following etiquette / rules will be strictly enforced:

- Children ARE NOT Permitted
• Food / Drink IS NOT Permitted
• Cell Phone usage during class IS NOT Permitted

[ ] You WILL NOT be permitted to move at this time due to the following reason(s):

- \_\_\_\_\_ You have not completed your initial lease term (Elective Moves)
\_\_\_\_\_ Your lease does not permit you to move at this time (Elective Moves)
\_\_\_\_\_ You owe rent / utility money to your landlord (ALL Moves)
\_\_\_\_\_ You are not current on your repayment agreement to LMHA (ALL Moves)
\_\_\_\_\_ You have a current program violation (ALL Moves)

Sincerely,

\_\_\_\_\_  
Housing Specialist / LMHA Representative

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