



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 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 Email Address

 Tenant Signature Date

Participant must indicate current household members on page 2.

THE CURRENT LANDLORD MUST COMPLETE THIS PORTION BELOW

Dear LMH,

_____ 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 Number 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.

Participant must list current household members and relationship below:

Name of Household Member	Relation to Head of Household
	Self

FOR OFFICE USE ONLY

_____ Elective Move _____ Mandatory Move

The following eligibility items have been reviewed:

- ITV notice has been completed and signed by landlord/alternative documents provided
- Special Program Requirements to relocate if applicable
- Lease Term
- Repayment Agreement if applicable
- Rent and Utility (water/sewer) are current
- Potential Program Violations
- Reasonable Accommodation Status/Update
- Eligible Voucher Size

Participant has been determined **Eligible** to relocate, and should be issued a _____ bedroom voucher

Participant has been determined **Ineligible** to relocate. Notification has been sent to participant.

Recertification Housing Specialist Signature

Date