



ALBANY HOUSING AUTHORITY

Chiquita D'Arbeau, Executive Director

Standard Notice to Vacate Agreement

You are required to provide a PROPER NOTICE to vacate per your lease terms. AHA strongly encourages that you give a 60-day notice to accommodate your search time and any briefing/inspection processes.

It is the policy of AHA to only approve unit transfers at the expiration of the initial lease term.

We the undersigned Tenant and Owner/Landlord hereby acknowledge the acceptance of proper notice to move for the property address located at:

_____, Albany, NY 122_____.

The unit will be vacated on _____.
MM/DD/YY

- **Both Tenant and Owner/Landlord signatures and dates are REQUIRED.**
- **You MUST provide a completed copy to your caseworker at AHA.**

Print Tenant Name: _____

Tenant Signature: _____

Date _____ Tenant Phone number _____

Print Owner/Landlord Name: _____

Owner/Landlord Signature: _____

Date _____ Owner/Landlord number _____

*It is the responsibility of both parties to notify AHA if the vacate date is cancelled or extended to ensure that payments are not delayed.

*The terms of the HAP contract continue to be in effect regarding vacancy. The contract between AHA and the Owner terminates upon vacancy.



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PROPER NOTICE TO VACATE

You are required to give a proper notice to vacate per your lease terms. AHA strongly encourages that you give a 60-day notice to accommodate your search time and the move process.

It is the policy of AHA to only approve unit transfers at the expiration of the initial lease term.

A proper notice means:

- You state in writing your name, address, and the date that you will vacate the property (the last day that you will living at the property, typically the last day of the month). We have attached a form for your use.
- Your landlord is entitled to a calendar months' notice. This means that if you give notice on the 5th of the month, your landlord does not have to accept notice for the 5th of the next month, you could be required to revise your notice to the end of the month.
- Your landlord must sign and date the notice to vacate, acknowledging when they receive it from you.
- If your landlord refuses to sign your proper written notice, you **MUST** mail a copy of the notice via certified mail to the landlord. You need to provide your caseworker with a completed copy of the certified mail receipt and a copy of the vacate letter to verify that the attempt to notify was made.

Once AHA has received and approved your proper notice to vacate, you will receive a voucher and all documents needed to begin your unit search and have your selected unit approved for occupancy.

Please note that if you are being evicted for nonpayment of rent or if you are not up to date on your rent payments to your current landlord, you will not be issued a voucher to move.

If you are in a repayment agreement for overpayment in rent, you are not able to port out of the City of Albany.

If you are pending termination for the violation of the Statement of Family Obligations, you **MAY** be issued a voucher, however, any prospective landlord will be notified that you are pending termination as part of the unit approval process.