



Lucas Metropolitan Housing
 424 Jackson St
 Toledo, OH 43604
 419-259-9448 Fax 419-259-9495
 TRS: Dial 711
www.lucasmha.org

**INTENT TO VACATE NOTICE TO LANDLORD
 WITH NOTICE OF HCVP TENANT GOOD STANDING STATUS**

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/tenant 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 <input type="checkbox"/> continues month to month		
<input type="checkbox"/> self-renews.		
The tenant <input type="checkbox"/> is <input type="checkbox"/> is <i>not</i> current with their portion of rent and utilities.		
_____	_____	_____
Landlord Signature	Phone Number	Date



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***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 is determined **Eligible** to relocate. May be issued a ____ bedroom voucher.
- Participant is determined **Ineligible** to relocate. Notification was sent to participant.

Housing Specialist Signature

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.