



# Norman Housing Authority

700 N. Berry Road

Norman, Oklahoma 73069

Phone (405) 329-0933

Fax (405) 573-0345

## **PUBLIC HOUSING 30-DAY NOTICE TO VACATE**

As required by my Dwelling Lease, I hereby serve notice of my intention to vacate the unit at \_\_\_\_\_ on \_\_\_\_\_.

I understand this notice does not relive me of any responsibilities to pay rent and/or any charges during my occupancy of the dwelling. I further understand that I will need to have all personal property removed from the premises by above date and the unit needs to be left undamaged and in the same condition as it was rented to me. I also agree not to park moving vehicles on the grassy areas when moving out.

I am aware that if I have not fulfilled my lease term I will forfeit my entire security deposit that has been held in escrow for me by the Norman Housing Authority and I will not be eligible for housing assistance for three (3) years. If I have fulfilled my lease term the full security deposit that has been held in escrow for me by the Norman Housing Authority, and any unused rent will be returned to me within Forty Five (45) days following the effective vacate date less any amounts due to the Norman Housing Authority. If the amount I owe the Norman Housing Authority exceeds the amount of my security deposit or unused rent, I understand it is my obligation to pay that amount in full upon receipt of such charges.

**We also ask that you provide a forwarding address so that any deposits/unused rent due to you or if you have any unpaid obligation a billing statement may be mailed to your new address.**

**\*\*If you do not provide a forwarding address we will be unable to process any refunds\*\***

Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Tenant Signature*

\_\_\_\_\_  
*Date*

Cc: Tenant File