



700 N. Berry Road, Norman, OK 73069
Phone 405-329-0933 Fax 405-329-2542

“Affordable Housing...with Vision”

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 _____.
Address *Date*

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 for renter damages. 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 we may refund 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