



Notice to Vacate/Terminate Lease

Date: _____

I, _____ hereby give notice to terminate my lease at
(Participant Name)

Street Address _____ City, State, ZIP _____ on _____
(Date)

I will return all keys to the Owner/Property Manager and all furniture and personal belongings will be removed from the unit on _____.
(Termination Date)

Participants who want to move must vacate the unit in compliance with the lease, provided by the Owner or Property Manager which may require 30 or 60 days' notice. A copy of this notice must be submitted to Newton Housing Authority (NHA) with this form. The Participant must be in good standing with no lease violations; damages or unpaid rent. NHA will not pay any rent or utility assistance after the termination date.

Participant Signature: _____ Date: _____

Phone Number: _____ Email Address: _____

Notice to Landlord: Before signing this section, NHA strongly urges you to inspect your rental unit and resolve any matters of unpaid rent and or damages beyond normal wear and tear.

If you find damages beyond normal wear and tear during your inspection you must provide your tenant with an itemized cost list of repairs and subtract the security deposit.

We encourage you and your tenant to resolve this matter by making a written agreement acknowledging responsibility for any damage and or unpaid rent.

By my signature below as the Owner/Property Manager, I certify my tenant is in good standing. A copy of this agreement should be mailed or emailed to the Leased Housing Department at bjancarik@newtonhousing.org.

Owner/Property Manager: _____ Date: _____
(Signature Required)

Print Name: _____

Phone Number: _____ Email Address: _____