



1300 Piccard Drive, Suite 203; Rockville, MD 20850
Main (301) 424-6265 Fax (301) 217-5857 TTY (301) 279-7617

NOTICE TO VACATE

(Housing Choice Voucher, Public Housing RELP & RHEP)
PLEASE PRINT

DATE: _____ LAST 4 DIGITS OF SS #: _____ XXX-XX-

CLIENT NAME: _____

CURRENT ADDRESS: _____

LEASE EXPIRATION DATE: _____ ANTICIPATED MOVE-OUT DATE: _____

PLEASE READ:

- I understand that I must turn in all household keys as well as mailbox keys.
 - Keys may not be left inside unit
 - I understand that I may not be in possession (have keys to more than one unit or execute a lease prior to releasing possession of my old unit) at a time
- I understand that this notice must be turned in to Rockville Housing Enterprises.

For Public Housing RELP & RHEP TENANTS ONLY – My forwarding address is:

CLIENT SIGNATURE: _____ Date: _____

For LANDLORD use only:

Was proper notice received? ☐ ☐
YES NO

If NOT, then what date would be considered proper notice? _____

***I understand that if proper notice was not given to the Landlord there may be penalties (such as monetary and /or loss of subsidy) and forfeiture of security deposit.

Landlord (Print Name) Signature Date

