

## Housing Authority of Grayson County

1708 W. Houston Street, Sherman TX 75092  
Phone 903 892 8717 Fax 903 868 2649

### NOTICE TO VACATE

Date \_\_\_\_\_

Tenant Name \_\_\_\_\_

Tenant Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Alternate Phone Number \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email Address \_\_\_\_\_

I am giving notice that I will be vacating your unit located at:

City ZIP \_\_\_\_\_

on the following date: \_\_\_\_\_

On the date above, I will be returning all keys and would like to schedule a move out inspection of the unit. Grayson Housing Authority does not conduct move out inspections. Landlords/Owners will not receive payment from Grayson Housing Authority after the move out date. Notice to Vacate should coincide with the lease ending date and HAP Contract unless relocation has been approved by Grayson Housing Authority for emergency reasons.

Thank you for your consideration of this matter,

\_\_\_\_\_  
Signature Date Submitted \_\_\_\_\_ Tenant

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#### **To be completed by Landlord/Owner**

Does the tenant owe the landlord any money for rent or damages? NO \_\_\_\_\_ YES \_\_\_\_\_ If Yes, how much? \$ \_\_\_\_\_ (Attach applicable supporting documents)

Notice to vacate accepted by \_\_\_\_\_  
Landlord or Landlord Representative Print Name

Signature \_\_\_\_\_ Date Notice accepted \_\_\_\_\_