



30 Day Notice to Vacate

If you are moving please remember:

- You must have resided in your current unit for at least 12 months, completing the term of your lease, before we can assist you with a move.
- You must provide Augusta Housing with this completed 30-Day notice form.
- To expedite the process please also supply us with one full month of income verification from all income sources. Additional forms may be needed to complete the process.

I, _____ hereby serve my 30 day notice that I will vacate the unit at
Name

_____ on _____
Address Date Vacating

I am leaving for the following reasons: _____

_____ Date: _____
Tenant Signature

Phone: _____

This Section to be completed by Landlord Only

Has the client resided there a full year? YES ___ NO___

If you answered NO are you permitting them to break the lease early? YES___ NO___

Does the tenant owe you any money for past due rent or damages? YES___ NO___

If you checked of YES please provide the total amount owed and reason for the debt?

Have you established a repayment agreement? YES___ (Please enclose a copy when you return this letter)
NO___

If you checked YES has the client made payments on this repayment agreement?
YES___ Amount Paid_____ NO___

_____ Date: _____
Landlord Signature Phone: _____