



DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

FREDERICK COUNTY, MARYLAND

5340 Spectrum Drive, Suite A • Frederick, Maryland 21703
301-600-1061 • FAX 301-600-3585 • TTY Use Maryland Relay
www.FrederickCountyMD.gov/housing Citizen's Services/Housing

HOUSING CHOICE VOUCHER PROGRAM (SECTION 8)

NOTICE TO VACATE AGREEMENT FORM

NOTE: THIS FORM IS THE FIRST STEP IN THE MOVE PROCESS. AFTER THIS COMPLETED FORM IS SUBMITTED TO FCDHCD – TENANTS MUST COMPLETE THE REQUIRED PROGRAM MOVING PROCEDURES PRIOR TO MOVING TO A DIFFERENT VOUCHER UNIT.

1. DATE OF NOTICE: _____ NOTICE PERIOD REQUIRED BY LEASE: _____ DAYS
2. TENANT NAME: _____
3. LANDLORD NAME: _____
4. UNIT ADDRESS: _____

5. VACATE DATE: (NOTICE EFFECTIVE FOR): _____
6. NOTICE TO VACATE REQUESTED BY: _____ LANDLORD _____ TENANT _____ BOTH
7. TENANT CONTACT OR FORWARDING ADDRESS AFTER MOVE OUT: (REQUIRED)

We understand that our lease agreement will end effective on the date given above. Should there be any change to that agreed upon date and/or should the tenant remain in the unit past that date, we will notify FCDHCD accordingly. **You must notify FCDHCD if tenant holds over in order to receive any HAP payments past the vacate date.**

TENANT SIGNATURE: _____ DATE: _____

LANDLORD SIGNATURE: _____ DATE: _____

- Please be advised that the FCDHCD HAP Contract for payment of the **rent subsidy terminates** with the end of the lease as agreed upon and/or the vacating of the unit by the tenant.
- We strongly advise both parties to arrange and complete a **move-out inspection** to coincide with the vacating of the unit to determine any damages.
- All **security deposits** must be handled in accordance with Maryland State Law. Tenant must provide contact address for disbursement of deposit,
- **FCDHCD does not pay damages.** If damages exceed the security deposit, we strongly encourage landlords to seek court remedy: with submission of a court judgment, we can take program action.

*** **PORTION BELOW MUST BE COMPLETED BY LANDLORD:** ***

Is this tenant delinquent on any rent or utility payments? _____ yes _____ no

If yes, have arrangements been made to satisfy this debt? _____ yes _____ no

Would you agree that this tenant is currently in good standing? _____ yes _____ no

If tenant is **not** in good standing, please explain:

If you have set up a Repayment Agreement with the tenant to satisfy a debt, please attach it here.

LANDLORD SIGNATURE: _____ DATE: _____